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CAN THE WAR HISTORY PROJECTS CONTRIBUTE TO THE SOLUTION OF FEDERAL RECORDS PROBLEMS?[1]

THE DILIGENT but somewhat naïve historian of the Penguins, in Anatole France's *Penguin Island*, striving to perfect his chapter on Penguin art, sought the counsel of the learned author of the "Universal Annals of Painting, Sculpture, and Architecture," M. Fulgence Tapir. He found the renowned savant in his study, at a roll-top desk, weighted down beneath "a frightful mass of papers." "The walls of the study, the floor, and even the ceiling were loaded with overflowing bundles [and] pasteboard boxes swollen beyond measure. . . ."

To his visitor's inquiry whether he would condescend to advise him regarding materials on the art of the Penguins, the great man responded with tempered enthusiasm and modesty befitting such an august authority. "Monsieur," he said, "I possess all art, you understand me, all art, on cards classed alphabetically and in order of subjects. I consider it my duty to place at your disposal all that relates to the Penguins. Get on that ladder and take out that box you see above. You will find in it everything you require."

"I tremblingly obeyed," wrote the penguinologist. "But scarcely had I opened the fatal box than some blue cards escaped from it, and slipping through my fingers began to rain down. Almost immediately, acting in sympathy, the neighboring boxes opened, and there flowed streams of pink, green, and white cards, and by degrees, from

[1] A paper read at the annual meeting of the Society of American Archivists, Princeton, New Jersey, November 16, 1943.

The words "war history" are used here as a brief term generally suggestive of the subjects discussed in this paper. They have no official sanction. Different persons for different reasons have objected to the use of the word "history" in reference to these projects. Some prefer to designate them as records of war administration, general reports, or administrative reporting projects. In using the term "war history" in this paper, the writer does not wish to commit himself to its defense in any controversy over terminology.

all the boxes, differently colored cards were poured out murmuring like a waterfall on a mountainside in April. In a minute they covered the floor with a thick layer of paper. Issuing from their inexhaustible reservoirs with a roar that continually grew in force, each second increased the vehemence of their torrential fall. Swamped up to the knees in cards, Fulgence Tapir observed the cataclysm. . . .

" 'What a mass of art!' he exclaimed.

"I called to him and leaned forward to help him mount the ladder. . . . It was too late. Overwhelmed, desperate, pitiable, his velvet smoking-cap and his gold-mounted spectacles having fallen from him, he vainly opposed his short arms to the flood which had now mounted to his arm-pits. Suddenly a terrible spurt of cards arose and enveloped him in a gigantic whirlpool. During the space of a second I could see in the gulf the shining skull and little fat hands of the scholar; then it closed up and the deluge kept on pouring over what was silence and immobility. In dread lest I in my turn should be swallowed up, ladder and all, I made my escape through the topmost pane of the window."

The tragic fate that befell this eminent man threatens the archivist in the not distant future—barring some miraculous outburst of genius among record administrators. There is this difference in our situation. For the penguinologists and other research workers who risk pulling down an avalanche upon their heads every time they attempt to use federal records the escape hatch is not anywhere in sight. When we consider the facts that records are being produced in Washington at a rate sufficient to fill a duplicate of the National Archives Building every year, that federal records in the states are crying for attention, that the production of records by state, territorial, and local governments is probably not decreasing, that interest in the preservation of business and other private archives is growing apace—when we consider these things, the paper peril with all its crushing possibilities appears more menacing every hour. This production of records cannot be expected to halt this year or the next, but will continue, with some fluctuations, it is true, generation after generation—even if the American republic should endure for a thousand years. The paper accumulations of the national government have been thought of as the recorded experience of the American people in the art of democratic government.[2] We can imagine the

[2] *Cf. Eighth Annual Report of the Archivist of the United States* (Washington, 1943),

archivist of a few decades hence, his face grown pallid in the shadows cast by the canyon walls lined with the records of the twentieth century, floundering in papers adjudged by himself to be worthy of preservation, and paraphrasing with feeling the last words of Fulgence Tapir: "What a mass of experience!"

I

In dealing with this "mass of experience," the most critical problem, the one the solution of which is basic to the continued progress of archival institutions, and to the prosperity of archivists, is not that of preservation, or storage, or description of records, or the elimination of dead limbs, bark, and other trashy adhesions to the records corpus. The groundwork for the solution of these problems has been laid. The really vital problem is that of the profitable utilization of records. The preservation of small quantities of records, such as those remaining from the nineteenth century could perhaps be tolerated as a luxury, a deposit, the richest veins of which could be haphazardly exploited by the more fortunate and energetic among the entrepreneurs of the scholarly fraternity, a field to absorb the energies of the dilettante and others who make historical and other types of research an avocation. It is improbable that such standards and methods can continue to be tolerated and used in justification of the preservation, storage, and expensive processing that modern archival economy entails of the huge volumes of records now being accumulated. The sole justification for the preservation of these records will be their utilization in meeting some important social need. The solution of this major problem of utilization involves continuous study and experiment in methods for making available not only the records themselves but their content in a relatively attractive and usable form, and the education of potential users in their value and practical application.

It is as an experiment, or series of experiments in the utilization of recent federal records that the war history projects are of significance to archivists and records administrators. Although the approach, methods, and understanding of the purpose of the work and the means of achieving it differ from project to project, every worker has in view a very practical objective; namely, to translate

1-2; Emmett J. Leahy, "Records Administration and the War," *Military Affairs*, VI (Summer, 1942), 97.

the confused record of today's experience into a more usable form for the present and future benefit of the government itself. The intent is not merely to preserve the heroic acts of the present for the edification of posterity, to justify or defend the actors in today's drama, to submit to the infallible judgment of history prevailing controversies, or to add to the general cultural resources of the nation. The utilitarian aspect has been emphasized from the beginning.

Although the exact figures are not available, the number of persons employed in the war history projects now totals some three hundred or four hundred. By far the greater number are employed in the several branches of the War Department and the Army. This overweighing of the scale by the War Department is not so serious when we consider that the War Department in addition to control of the Army employs more than a third of all civilian employees of the federal government, and now has very considerable responsibilities overseas. The scope or coverage of governmental activities by these projects will, of course, depend upon the duration of the war, since all or nearly all of them are purely emergency undertakings. As to type, they can be broken roughly into two large groups. One consists of most of the projects in the War Department and a few in other agencies, and the other of the remaining new government projects which have been installed more directly under the stimulus of the Committee on Records of War Administration, where the needs of the public administration specialists are stressed. In the latter group, emphasis is placed upon the preparation of a "record of administrative change" that deals particularly with "the organizational, personnel, fiscal, and administrative control aspects" in the life of an agency.[3] Many of these projects are not heavily manned and some are depending at present on a single analyst who devotes only part of his time to the work. Professor Earl G. Latham, now of the Bureau of the Budget, has referred to the product of these as "instant history."[4] The War Department projects, although taking their origin from the recommendations of the committee, have developed along broader lines and have incorporated ideas on history and historiography indigenous to that department. Without neglecting administrative developments, they have plunged into actual operations in this country, and are now extending their efforts to military

[3] Earl G. Latham, "The Technique of Administrative Reporting," *Public Administration Review*, III (Spring, 1943), 111.

[4] *Ibid.*, 114.

operations abroad. Carrying Professor Latham's figure a little farther, we might refer to the products of the War Department projects as "two-minute history." They have added a few ingredients and are allowing the brew to simmer a little longer.

There are certain values which records workers will readily perceive in the execution of work of this sort—values so obvious that only passing reference to them is needed. For whatever purpose an archivist approaches a group of records, his first need is guidance with respect to the administrative structure and functions of the agency which created them. Regardless of the particular method of work followed in the individual war history projects, each has given considerable attention to those matters. When the records of the emergency administrations pass to the custody of the National Archives, the staff of the latter should find its labors lightened somewhat by the results of the work of the investigators who preceded them, whether these results are in the form of finished reports or special files of selected documents. Archival and records administration programs should also derive considerable profit from the fact that, as a result of these projects, there has been an important addition made to the number of persons with experience in dealing with government records and who are cognizant, from personal contact, of some of the problems connected therewith. Some of these people will be available to fill vacancies in the expanded archival and records administration organizations at the end of the war. Experience in the utilization of records in a sustained research project and skill in composing a written report based upon such research are qualifications to be sought for among archivists, and too infrequently found. Other personnel will be absorbed in other governmental work or will return to their colleges and universities, and the cause will profit from the appreciation of the value of the archival resources of the nation and the knowledge of the problems involved in preserving and using them, which will thus be more widely spread throughout the land.

It is, however, from the evaluation of all the experience and the products of all the war history projects—their plans, their methods, their accomplishments and their failures—that their principal values for archival and other records workers are to be derived. Difficult special problems arise with regard to the utilization for research purposes of records of this period of mass production which do not exist with respect to records of an earlier day, and certain earlier

problems are accentuated with respect to recent records. The things which are found by experience to be important in the utilization of records are of necessity important to the archivist because those matters must be taken into consideration by him in exercising his judgment as to what records to preserve, how to arrange them, what types of finding mediums to prepare, and what reference facilities to provide.

II

The almost incredible volume of records creates the greatest number of problems for the person carrying on research in recent materials. The great attention given of late to measures looking toward the elimination of the so-called "useless" papers, the preparation of disposal schedules, etc., may have created the impression that the development of an adequate program for taking care of these matters and its efficient execution will dispose of the problems of records volume. It will not as far as the utilization of records for research purposes is concerned. Most of the materials which may be safely destroyed pose no problem to the research man—he can dispose of them through the use of proper evasive tactics. The great size of records groups is not all due to a fiendish addiction on the part of federal employees to the filing of waste paper. Much of it derives from the fact that the size of the government is also great. The body of records of any agency will always remain a solution in which the significant material for any given purpose is very thinly diluted, and there is no known reagent which will precipitate all the significant material on all subjects. The government is not only large, but almost every component agency is a highly complex organism involving a complicated network of procedures, controls, and interlocking units. Furthermore, governmental activities tend to become technicalized to a greater and greater degree. Before a research job can be successfully done, considerable effort must be devoted to acquiring a knowledge of a new terminology and an understanding of unfamiliar concepts.

These factors of the volume of records, their complex and technical character dictate the conditions under which research in recent records must be carried on. Exhaustiveness in the study of segments of federal administration and operations of sufficient scope to provide stimulus and breadth of view for the investigator and perspective and a knowledge of true relationships for the reader by an individual research worker is a physical impossibility. Samuel Flagg

Bemis used to teach the desirability of what he called "multiple-archive research" in the study of the history of American foreign relations in the nineteenth century, as an antidote to the prevailing practice of relying upon American sources alone.[5] The result of this teaching was greater realism and completeness in much of the recent writing in that field. In studying the modern operations of the American government, multiple-bureau research has become more of a task than almost any multiple-archive research problem of the nineteenth century. The problems of war administration often traverse the boundary lines of many jurisdictions. The thorough study of the government's efforts to help the small business man in the present emergency, for example, will require extensive examination of the records of each of the seven technical services and of the headquarters, Army Service Forces, the records of the Office of the Under Secretary of War, the War Production Board, the Office of Price Administration, the War Manpower Commission, the Labor, Commerce, and Treasury Departments, the Smaller War Plants Corporation, committees of both houses of Congress, the records of representative industrial concerns, both large and small, and those of trade associations and of the U. S. Chamber of Commerce. This list is by no means exhaustive. The field records of many of these agencies would be of a value equal to or exceeding that of the materials in the Washington offices.

The trend seems to be that any comprehensive and thorough research in recent federal records must be carried on by teams of research workers and attached auxiliary personnel. This organization affords the needed opportunity for the individual specialization that is necessary in technical fields, and, at the same time, facilitates the development of breadth of view through interchange of information and points of view. The logical next step to this development in the organization of research is the adoption of planned, long range research programs financed by the government or private institutions, Since we are dealing here with federal records, it would appear that we might consider for the future integrated research programs supported partly by the federal government and partly by educational or research institutions or foundations interested in public administration, economic and social trends, etc.

If this is to be the pattern of the organization of research in the

[5] Samuel Flagg Bemis, "Fields for Research in the Diplomatic History of the United States to 1900," *American Historical Review*, XXXVI (October, 1930), 68-75.

future, archival work will be affected in many ways. One of the most important factors would be the shift of major interest in records for research purposes from the older national records to the more recent ones, since recent experience is usually more directly applicable to current problems. Teams of research workers would have the resources to reactivate temporarily groups of records, and thereby reduce the services required of the archival agency. Records could be stored until the research workers were ready to exploit them, thus rendering unnecessary much of the archival processing. Of course, there will always be materials which can be exploited by the individual, but, under prevailing conditions the results are bound to be superficial and to present a distorted picture, and consequently hardly justify full archival maintenance of the materials.

III

One of the most important problems confronting the directors of the war history projects results from the lack of any accepted or acceptable standards for form and content in making experience contained in records available for use for administrative purposes. This is a situation which vitally concerns archivists as well as research workers. The varied approaches being followed by the war history projects are ample evidence of this lack of standards. There are available, of course, a number of books dealing with the administrative experience of individual agencies, but few of them measure up either from the standpoint of critical standards or from the record of practical use. How much of the experience of an agency is valuable in guiding its present and future operations? Is a detailed record of the development of the administrative skeleton; *i.e.*, the establishment, modification, and abolition of sections, branches and divisions of any great importance? Can any study of administration separate from operations be made meaningful? May there not be some generally applicable principles of administration which can be derived from the study of the work of a few agencies, thus rendering unnecessary the study of any considerable numbers? How are the differing needs of personnel at the several levels in the administrative hierarchy to be met? Where is the happy medium between desirable brevity and satisfying completeness? These are some of the questions which must be answered during the preparation of studies under way.

As only indifferent guidance is furnished by publications, so also the records of the reference services of file room and archival agency

supply little data regarding the effectiveness of records utilization. Many spot jobs of research for administrative use are constantly being carried on by personnel of these reference units or with their co-operation. One might conclude that the records of these services would be useful in determining how best to make studies of past experience available for practical purposes. This research is largely uncontrolled, however, and extremely wasteful. Objective records indicating intrinsic value of research projects would be very difficult to maintain, and, in any case, records of reference services are universally exaggerated for publicity and budgetary reasons. Anyone who has been exposed to records reference work will be able to enumerate many examples of obviously futile and ineffectual research. At the beginning of the present war, for example, many new administrative officials, who had to mark time while their agencies were being organized and sufficient duties accumulated to keep their personnel busy, showed great interest in past activities. It is highly questionable whether more than an infinitesimal part of this research had any influence on developments. One known case is probably representative. An official in one of the great emergency offices directed an assistant, a capable research worker, to prepare a report on an aspect of the work of one of the depression agencies that appeared to be comparable to the task set the new agency. The assistant attacked the assignment with enthusiasm, and was soon able to submit his report. He heard nothing about it until several months later, when, during a period when work was slack, his superior instructed him to prepare a report on the same subject. He found the original draft in the central files, and, after a short interval, resubmitted it. Within a few days, he found it again decently interred in the files. Such uncontrolled and wasteful research serves principally to disillusion trained workers and to cause them to be disgusted with the government service. It makes no contribution to the standing of the agency having custody of the records upon which it is based. It would be a splendid thing if an objective investigation could be made of the utilization of recorded experience by federal agencies during the present war and the period immediately preceding it. It would provide some very revealing data of great value to archivists, records administrators, and research workers in the field of administrative history. Probably not even the most enthusiastic participants in the war history program would contend that standards are being set by them for reports for administrative use, but certainly contributions

toward such standards are being made even though every single report should later be found to be inadequate.

The lack of knowledge on the part of research workers as to what to prepare and how to prepare it is matched by a complementary lack on the part of administrative officers. They, by and large, have not been educated to use systematically recorded experience from records in practical application in connection with their duties. Most of them, when approached with regard to the preparation of reports about their own current experience are interested in it from the publicity standpoint. A few, often older officials, place great value on the written record of experience. Another reason for the lack of effectiveness of much research in government records, arising from lack of knowledge on the part of administrators, is that directives for research are drawn in such a way that a useful job is impossible. Not knowing what values can be derived from research, administrators expect too much, and when they do not find the facts they expected or in the form they expected, they discard the report as useless or hold the research worker responsible for an unsatisfactory job. All this is not to say, of course, that federal administrators do not value or learn from practical experience. They recognize and know how to make use of the experience embodied in the current efficient management in another agency or a private business concern, which efficiency is derived from the accumulated experience of many individuals handed down from one to another. They respect the record of experience communicated orally by successful men, and appreciate such opportunities to learn as are provided by the park bench oracle of Lafayette Square presided over by Mr. Bernard Baruch. The task is to awaken them to the need of supplementing such experience with that systematically derived from the study of the records of their own agencies. The personnel of the war history projects are doing a great deal of effective missionary work among federal officials. Vastly greater efforts along these lines are necessary, however, before much improvement in the utilization of records can be expected.

IV

One thing on which nearly all workers in the war history projects will agree is that modern government record-keeping and filing systems are, for the most part, ill-adapted for use for research purposes. The reform of those systems will constitute a most worthwhile field of labor for records administration personnel. There will be much

agreement on the need for reform. There will be much less agreement on the exact steps that need to be taken. One difficulty has been particularly emphasized by the personnel serving the Committee on Records of War Administration; *i.e.*, that the usual administrative records of an agency do not provide a complete story of administrative developments and need to be reinforced with transcripts of interviews with participants in events and other completory matter. One of the lessons most quickly and emphatically brought home to the research worker in current records, where documentary evidence can be easily compared with that of living witnesses, is that documents frequently constitute very imperfect evidence of facts. It would appear desirable to attempt to devise practicable ways to stimulate the record-creating organs to produce supplementary types of records to supply the obvious shortcomings of the current output in these respects.

Insofar as the accessibility of materials for topical research is concerned, some existing filing systems seem to have been planned to conceal information rather than reveal it. This inaccessibility is the occasion for the stress laid by some of the leaders of the Records of War Administration program upon the selection and maintenance of separate files of important documents for the use of future investigators. Such royal roads to research cannot offer serious competition with the official administrative files provided the latter are efficiently organized and managed by people with energy and vision. Among the most objectionable filing systems are the bureau-wide self-indexing subject files. They are too complicated for successful operation by the type of filing personnel generally employed, and their destruction of the possibility of the functional or administrative approach to the study of a subject places a tremendous handicap in the way of the research worker. In some of the war history projects, the central file rooms are by-passed and the initial research begun in the "reading files," "policy books," and other temporary accumulations in individual offices. The permanent solutions of these problems must be sought through the thorough study of filing systems, and of each individual filing system with due regard both to its adaptation for administrative purposes and to its possibilities for utilization for research. The function of the file room is generally too narrowly interpreted. It should not limit its effort merely to producing the papers needed in current transactions, but should be prepared to co-operate in building up a truly representative record for the future.

Since the improvement of record keeping systems can be brought about only after thorough study of a highly technical subject, it would be improper to attempt to lay down principles here. Experience in the war history projects suggests certain possible improvements, however. The drawbacks of the large subject files and the importance of the retention of the reflection of the administrative or functional development of the creating unit have already been mentioned. Certain specialized types of materials—materials which stand out because of their unique character or importance—should be segregated and given special recognition through some means of formal registration or recording. The problem referred to here can be illustrated by the following. In one federal agency, whose function it is to develop certain types of equipment for government use, it has been impossible to find a complete set of the specifications of the products developed within the last three years, either in the Washington office or the appropriate field office. Recurring reports fall within the same category. Surely it would not be too difficult to devise a scheme that would provide complete files of recurring reports with explanations of gaps and discontinuations. With regard to these huge masses of recent records, it is out of the question to depend upon the staffs of archival establishments to prepare adequate finding mediums after the records have been retired. It will be much more efficient and much less expensive to have certain classes of finding mediums—*e.g.*, card indexes of individual series and descriptive lists—useful in current servicing of files but also adapted to later research use, prepared at the time of original filing. Attempts to reform filing systems by hasty administrative action under pressure from superiors to "get something done" can and in many cases will result in more harm than good. A case in point was the recent destruction, as a result of a misinterpretation of a badly drawn directive, of a file of the very highest value to the writer's own project—a file which can never be completely reconstituted because of the dispersal of the originals of its components in the subject files.

V

And now we come to the matter of the disposal of "useless" papers. The term is an unfortunate one, and has been used, purposely perhaps, to create the impression that there is a very clear boundary line, visible to the experienced archivist and only to him, between records

which are worth saving and those which have no permanent value. The safest basis upon which to exercise judgment in this case is that of knowledge of the ways in which records have been used. Therefore, every experiment in the utilization of records will contribute to the broadening and reinforcing of the basic knowledge upon which decision as to the disposal of records can be made. Leahy, writing in the summer number of *Military Affairs* last year,[6] calculated that not more than five percent of the body of federal records are really valuable. The writer's own calculations indicate an error of perhaps as much as seven-tenths of one percent on the low side. But how can such estimates as this mean anything when no serious attempt to use even one-tenth of one percent has ever been made? If administrative officers can be educated to the value of studies of experience as embodied in records, uses can be found for many types of materials. Most research workers in the war history projects feel that they are greatly handicapped by the huge quantities of useless papers which they have to wade through in finding the relatively few which are of value in their projects, but they are not agreed as to which should be eliminated. It is natural, of course, that each should conclude that those in which he is not interested are useless.

The problem of useless papers from the viewpoint of the war history projects worker may be illustrated by the following cases. Among the classes of papers which are not highly regarded by some archivists are requests for publications. A colleague of the writer, in a study of War Department planning agencies, unpublished as yet, but which has received commendation from rather high places, has drawn a fairly significant minor conclusion from a study of requests for copies of one of the economic mobilization plans. Surely the effect of any significant government publication can be best estimated through a study of its distribution. It would appear, however, that there could be discovered a more economical way to preserve the record than by retaining all the individual requests. Discarded punched cards constitute a class of materials which all will surely agree is useless. The cards have served merely as a device for the rapid tabulation of statistical material, which is available in a more usable form both in the original source and in the tabulation. The cards themselves are unintelligible unless the original code is available. These cards appear to approach the acme of perfection in use-

[6] *Op. cit.*, 97.

lessness. On the other hand, one of the most important developments in recent years in government property accounting has been the increased use of electric accounting machines. Not only have the machines reached an astounding height of superhuman efficiency, but the techniques of their use to meet the needs of government agencies have been very highly developed. A worker in one war history project, a well-trained technician, went to considerable trouble to collect samples of punched cards with the intent to have them reproduced as illustrations of the various steps in development in his study of stock accounting and control procedures. The important question is not "Are punched cards useless or valuable?" but "Is a detailed study of the development of government stock accounting procedures valuable?" and "Do the reproductions of punched cards make a sufficient contribution to the study to justify the cost of selection and preservation?" The more experimental studies we have of government records from various points of view, the more confidence we can have in our decisions as to what records to preserve.

Prognostication is a dangerous pastime, and too much space in this paper has doubtless already been given to what is to be hoped for or expected to happen in the future. It seems probable, however, that the day will come when some rather brutal decisions will have to be made about the destruction of records, when cruel amputations will have to be resorted to to reduce the size of the records mass. When that time comes, the methods of the war history projects will be worthy of consideration as a means of saving some of the values. If a group of records has been well studied and a written account prepared, there should be less grief at sending that group to the guillotine than one which constitutes an unworked field. It is possible that even today there are groups of records whose sole value rests in their content of administrative experience useful only to some branch of the federal government. If this experience could be extracted and put into the form of a narrative and descriptive report, would civilization lose much from the destruction of the records?

VI

In this attempt to answer the question posed in the title of this paper, the primary objective has been to emphasize the fact that the test of the whole archival and records administration program will be the degree of the effective utilization of records. The war history

projects, with their purpose of the application of systematically organized experience to the tasks of the present and the future, contain a potential of a satisfying and, to some extent, measurable accomplishment, which offers a promise and a challenge to all persons engaged in records work. There is no argument that can be used to justify these research projects as war activities that cannot be applied with equal force to support a similar program in peacetime—a program not so strictly limited to current records. It would be regrettable indeed if all the planning and experience now available should be thrown overboard at the end of the war. That contributions are being made to the solution of federal records problems is indisputable—contributions through the preparation of administrative histories, through the evaluation of records for research purposes, through the development of standards for studies for administrative use, and through the education of administrative personnel in the value and methods of use of systematically prepared records of experience. A greater contribution lies in the development of a relatively new field in the exploitation of records whose further cultivation will add greatly to the standing of archival and records workers everywhere and will afford them opportunities for playing a greater role in the public service.

VERNON G. SETSER

Office of the Quartermaster General

PRESERVING *TAR HEEL* WAR RECORDS

PROBABLY never in any country at any time has there been so much interest and such marked activity in collecting and preserving the records of current events as in the United States at the present time. No less than twenty-nine of the forty-eight states are conducting specially organized projects for collecting the records of the second World War, other states without such special projects are engaging in this activity, and many public and university libraries and other institutions are working in the same field. Departments of the federal government are not only systematically arranging for the preservation of their own official records but are also having written currently the history of important developments in the war. Various national organizations such as the Society of American Archivists, the American Association for State and Local History, and the American Library Association are giving this movement their enthusiastic support, and on the local level thousands of individuals and groups are participating.

A recent bulletin describes adequately this movement on a national scale,[1] and there would be no point in repeating such a description in this connection. Instead, the present article limits itself to telling how this program is being conducted in one state—North Carolina. Since many of the problems faced there are typical of those encountered throughout the nation and since what has been and is being accomplished there is possible of attainment elsewhere, it is felt that a description of this state-wide program may be of interest and value to readers throughout the United States.[2]

Before the outbreak of the present war a firm foundation had already been laid in North Carolina in the field of collecting and preserving historical manuscripts. The North Carolina Historical Commission (now the State Department of Archives and History), created in 1903, had established itself upon a strong foundation and had won a recognized position in the state. By 1941 this agency had grown until it had a staff of ten full-time members; it had just

[1] Lester J. Cappon, "Development of War Records Projects in the States, 1941-43," *Bulletins of the American Association for State and Local History*, I (March, 1944).

[2] For a description of another state-wide program see William D. Overman, "The Ohio War History Commission," THE AMERICAN ARCHIVIST, VI (January, 1943), 28-33.

moved into a new fireproof building; and in its archives were preserved several million manuscript items, official and unofficial. The commission had issued a total of more than 200 publications, it administered the Hall of History (state historical museum), it had co-operated with other state agencies in the erection of fifty-six historical tablets and 440 historical markers in all parts of the state, and it had worked with various organizations in restoring and preserving historic shrines. Having conducted such a broad program for nearly four decades, the commission was in a position easily to branch out into the war records field.

Such an undertaking was further facilitated by the fact that the state had conducted a similar program during and just following the first World War. During that conflict, under the able direction of Dr. R. D. W. Connor, who was then its secretary, the commission undertook to collect war records, though without a special appropriation for the purpose. After the war, having received such an appropriation from the General Assembly in 1919, the commission employed Mr. R. B. House (now Dean of Administration, University of North Carolina) to head up this work, and he entered into this activity with enthusiasm and ability. Local white and Negro collectors were appointed throughout the state, and a large collection throwing light on every phase of the state's part in the war was brought together and is now preserved in the department's archives. North Carolina was one of the leading states in the Union working in this field.[3]

In the present conflict, while there was some sentiment in favor of a war records program even before December 7, 1941, it was not until after that date that any formal action was taken. In February, 1942, at the first meeting of the newly reconstituted historical commission, Governor J. Melville Broughton stressed the importance of preserving the records of the state's part in this greatest of all wars and requested the commission to undertake such a program. The commission thereupon instructed the chairman (Dr. R. D. W. Connor) and the secretary (Dr. Christopher Crittenden) to make a study of the possibilities and to formulate methods of procedure. The chairman and the secretary immediately set to work and drew up a plan, which was approved by all the members of the commission and

[3] Lester J. Cappon, *A Plan for the Collection and Preservation of World War II Records* (New York. Social Science Council, 1942), 5.

presented to Governor Broughton. While no special appropriation was made for this purpose at the time, the commission, by making certain readjustments in its staff, was able to employ a full-time person to begin the work. In the meantime, in preparing its budgetary estimates for the 1941-1943 biennium, the commission included the salary of an additional employee in this field, together with funds for travel, postage, and other necessary expenses. These items received the support of the governor and were approved by the Advisory Budget Commission in its recommendations to the 1943 General Assembly. In his regular message to that body, Governor Broughton specifically requested that the war records program receive adequate support, and the required appropriation was made and became available on July 1, 1943.

In the meantime, with funds already available the commission on October 1, 1942, had employed Mr. Elmer D. Johnson, formerly of the staff of the University of North Carolina Library. He was assigned to work under the direction of the secretary and was given the title of collector of records.

Mr. Johnson found that the first thing necessary was to plan the work in detail. He made a study of what other states had accomplished in this field during the last war and were doing in the present one, corresponding with leaders in this work throughout the nation; he made a study of the North Carolina collection for the first World War, and in general sought to obtain all possible information and advice in laying the ground-work for the program. Some time earlier there had been set up a state Committee on Conservation of Cultural Resources, with Dr. Crittenden as chairman, and this committee was asked to serve in an advisory capacity in connection with the war records program. A meeting of the committee, which consisted of leading librarians, archivists, historians, sociologists, and others in a position to advise, was held in Chapel Hill on November 12, 1942. Mr. R. B. House described briefly his experiences and accomplishments twenty years before, and various aspects of the proposed program were discussed. It was agreed that the collecting activity should be on as broad a basis as possible, that it would be wisest to collect everything practicable relating to the war. Later, it was felt, materials having no value could be discarded—it would be better to collect too much than too little. The Chapel Hill conference was of great value in outlining the broad principles to be followed later in carrying out the program.

Early in December, 1942, the state Office of Civilian Defense agreed to co-operate with the historical commission in this work. Mr. Johnson, while keeping his office in the commission quarters and continuing to hold the title of collector of records there, was also named co-ordinator of war records under the OCD. According to the procedure which had been decided upon, the county defense chairman (frequently following the suggestion of the historical commission) appointed the county collectors of war records. In a number of the larger counties assistant collectors were asked to handle various phases of the work or to cover different parts of the county. The program received the cordial support of the state director of civilian defense, Mr. R. L. McMillan, together with his office staff and field representatives. This encouragement and co-operation went far toward making the work a success.

The war records campaign received the endorsement of many state-wide and local organizations. The unique North Carolina Society of County Historians, the North Carolina Library Association, the North Carolina Press Association, the State Literary and Historical Association, and the North Carolina Society for the Preservation of Antiquities gave their support. The work was sanctioned likewise by the Daughters of the American Revolution, the United Daughters of the Confederacy, and other patriotic organizations. On the local level, assistance was obtained from chambers of commerce, civic clubs, teachers' organizations, patriotic chapters, and other groups.

It was recognized at the beginning that there were certain records which could not be included in such a collection—at least not at present. The records of various federal, state, and local governmental agencies were in most cases a part of the regular official records series of these agencies and at present could not be transferred to any such special collection. The same difficulty was faced in the case of the regular series of records of churches, business establishments, and certain organizations. The chief work done in this connection was to undertake to persuade the custodians of these records to see that they were cared for during the war, with the idea that eventually the valuable ones might be transferred to some archival or other agency for permanent preservation.

Where practicable, however, it was decided that all available types of war records should be collected and preserved. The state library, which was already receiving a large number of the newspapers pub-

lished in the state, agreed to accept and preserve a file of every additional newspaper which could be obtained. An effort was made to secure newspapers and other publications from the large number of military and naval reservations in North Carolina. Bulletins, religious and trade papers, posters, news releases, and the like were collected. The records of defense agencies and materials on special war activities of non-defense organizations were likewise brought together. Individual records of men in the service, their letters and diaries, and records of casualties received attention. Pictures, museum objects, radio scripts and recordings, and other materials came within the scope of the program.

It was realized that it would be impossible to secure complete records from all the state's one hundred counties. Since the work was entirely voluntary, with no compensation whatsoever, it was obvious that in some counties an enthusiastic response would be obtained while in others little or nothing would be done. At the beginning an effort was made to get a program started in every county, but later attention tended to be concentrated on those counties which had shown their willingness to co-operate. While such a plan left something to be desired in that the war records collection would not be complete, nevertheless it was impracticable to carry on an active campaign in every county. An effort was made, however, to see that the work was actively conducted in at least one county in every major section of the state—the tidewater, the bright leaf tobacco belt, the cotton-growing counties, the piedmont manufacturing area, and the mountain district. Likewise, the attempt was made to cover certain key counties where particularly important war activities were being carried on.

Mr. Johnson first directed most of his efforts toward seeing that the newspapers were preserved. It was found that of the 210 papers regularly published (excluding trade, religious, and other special papers) only about one-half were being received by the state library. None of these was purchased, for they were all received on a complimentary basis. By devoting much of his attention to this problem, Mr. Johnson within a few weeks had raised the number of papers being received to approximately 160. The number is now 181.

A mimeographed "War Records Manual"—the first of a special bulletin series—was issued in November, 1942. In January, 1943, a printed leaflet, *Let's Preserve North Carolina's War Record* (of a

size to be enclosed with letters) was published and subsequently was widely distributed throughout the state.

At the end of January, 1943, Mr. Johnson resigned to accept a position with the War Department at Arlington, Virginia. Though he had been in charge of the war records work only four months, he had done valuable spade work and had laid a firm foundation upon which to build a worth-while program. On February 15, 1943, Miss Charlie Huss, who had formerly held a high administrative position with the Work Projects Administration in North Carolina, was employed as Mr. Johnson's successor. She was given the title of collector of records for the historical commission and assistant co-ordinator of war records for the Office of Civilian Defense (with the secretary of the commission now serving as OCD co-ordinator of war records).

Miss Huss saw clearly that it would be impossible to direct a properly conducted program from a desk in the state capital, that it was essential to visit the various counties in order to make sure that the local programs were properly inaugurated. She therefore began immediately to make trips to different parts of the state, usually visiting several counties on each trip. At first she traveled by public carrier, but this proved to be so wasteful of her time that the necessary arrangements were made for her to travel by automobile.

In July, 1943, the additional funds appropriated by the legislature became available and Miss Nell Hines, formerly a teacher of history and allied subjects, with a master's degree in history from Columbia University and also with experience in historical and other research, was employed to assist in the program. This made it possible for Miss Huss to spend a large part of her time in the field, and from July 15 to the end of the year she visited fifty counties and towns in every part of North Carolina, holding conferences with local collectors and their assistants, setting up committees, arranging group meetings, addressing various groups, enlisting the co-operation of local newspapers, and arousing public interest in the work.

It was found that the local collectors in nearly all cases required a great deal of assistance in launching and carrying on this project. Many of them had little conception of what they were expected to do, and there was usually a tendency to emphasize some phase of the work to the neglect of others. There seemed to be a particular penchant for clipping newspapers, while those who were directing the program felt that other aspects of the work were of more importance.

In order better to instruct the collectors, a one-day school was held for them in Chapel Hill, August 18, 1943. Dr. R. D. W. Connor, chairman of the State Department of Archives and History (the new title given the historical commission by the 1943 legislature), Professor Phillips Russell, president of the North Carolina Society of County Historians, and others addressed the group, and reports on their work were made by several of the more experienced and more competent county collectors. A general discussion followed in which every phase of the work was gone over. Approximately eighty interested persons attended, including collectors from every part of the state and OCD representatives from Raleigh, Atlanta, and Washington.

The co-ordinator of war records and the assistant co-ordinator have addressed various groups on the work including the North Carolina Library Association, the Wachovia Historical Society, and the State Literary and Historical Association. From time to time news releases telling what has been accomplished have been mailed to the leading daily newspapers and in addition the program has received attention in many of the local papers.

Since the records of the Negro race, which constitutes twenty-seven percent of the state's total population, did not seem to be receiving sufficient attention in most localities, a special arrangement was made late in 1943 whereby Dr. John Hope Franklin, of the department of history of the North Carolina College for Negroes in Durham, agreed to head the Negro war records program. Leading Negroes in various localities agreed to assist, Negro newspapers were asked to send their publications to the Raleigh office, and plans were made to seek the co-operation of various Negro education associations, federated clubs, ministerial organizations, and the like.

At the end of the year, while the program was nowhere near completion, and while only a beginning had been made in certain of its phases, it was possible to take stock of accomplishments, as follows: Approximately forty thousand issues of the state's daily, weekly, and other newspapers for the war period had been preserved in the state library. Trained librarians were indexing the Raleigh *News and Observer* according to a method specially prepared for the war records program, and librarians of a few of the larger towns were performing the same service for several local newspapers. These files (both state and local) were cumulative and it was expected that the

work would be carried on while the war lasted and presumably during a part at least of the post-war period.

The public relations officers had seen to it that the various military camps located in North Carolina had their publications represented in the state war records collection, and from eight hundred to a thousand issues had been received. Included among such publications were the *Cannon Roar* (Fort Bragg), *Lightning* (78th Infantry, Camp Butner), *New River Pioneer* (United States Marines at Camp Lejeune), *Air-O-Mech* (Seymour Johnson Field), *The Dodo* (59th College Training Detachment, North Carolina State College), and *Morris Code* (Morris Field, Charlotte). Since the state was at or near the top in the number of military and naval training centers and the total of men and women in training within its borders, these publications assume a special importance.

In many of the corporations and industries either actively participating in or contributing to the war effort, the employees were editing papers giving news of the personnel and these were mailed to former employees who had joined the armed forces. *The Mill Whistle* (Marshall Field and Company, Spray, North Carolina) and *The North Carolina Shipbuilder* (the North Carolina Shipbuilding Company, Wilmington) were samples of this type of material which was being collected.

A similar kind of publication was being issued by churches, clubs, and patriotic organizations. With the idea of keeping in touch with the boys at the front and relaying news from home to service men and women, these publications presented a "double-faced record" valuable to North Carolina's collection. Several hundred were being received at the office of the co-ordinator.

There were also a number of special bulletins which showed the effect of the war on some long established institutions. For example there was *The Tar Heel Banker,* attractive publication of the North Carolina Bankers Association, and the *North Carolina Public School Bulletin.* These, and others of like nature, were being collected.

Quite naturally the war was on the minds of the publishers of material issued by federal and state agencies, as well as patriotic societies. The Office of War Information, the United States Treasury, and other departments and agencies of the federal government, the various USO organizations, the national and state offices of Civilian Defense, the Red Cross, and the Daughters of the American Revolu-

tion had sent in printed material, posters, releases, broadsides, scrapbooks, and other materials.

The war centered around the soldier, the seaman, the airman. Some of them were keeping diaries and practically all were writing letters home. At the end of 1943, due to the fact that most people did not care to part with these materials, comparatively few were being preserved. But teachers, ministers, and other public servants were sending in originals or copies from time to time and it was expected that after the war a collection of considerable size would be assembled.

Since the war records collection program had been built upon a county basis, this unit was one of our chief sources of supply for records. Obviously it is not possible within the scope of this paper to list the many items sent in, but a few samplings will show the nature of the materials collected. From Buncombe County were the correspondence and papers of the Asheville chapter of the Committee to Defend America by Aiding the Allies—a pre-Pearl Harbor agency now defunct. From Cabarrus County came the annual reports of the county chapter of the American Red Cross, the Cabarrus chapter of American War Mothers, a printed book—*Kannapolis Men at War*—and other items. Hoke County sent a radio script of a 4-H Club broadcast, along with many other interesting records. Among Nash County's 261 items were the annual report of the county home demonstration agent, the annual report of the county health department, and a forty-two-page historical description of the county. Records of the war activities of the schools of Winston-Salem (1942-1943) came from Forsyth County. The collector for Pasquotank County sent newspapers, church bulletins, and accounts of the Elizabeth City Council for Civilian Defense. From Randolph County there were snapshots of men in the service, copies of high school papers, and other materials. Through the "Stanly County-Service Record—World War II," printed in the local newspapers, information on men and women in the service had been secured. Soldiers' letters, lists of those in the service, pictures, posters, programs of dedication, dance programs, manuscripts of speeches, samples of war materials, broadsides, press notices, and museum objects were among the approximately fifty thousand items which had been collected.

In one respect the present collectors have been in a more favorable position than the collectors of records for the first World War. Ad-

mirable as that earlier collection is, nowhere is there to be found one type of material available now—the transcription. But in the present war radio stations WPTF and WRAL, Raleigh, and WBIG, Greensboro, sent in about a hundred double-faced recordings on subjects connected with the war. There were official proclamations and addresses by the governor, comments by leading war correspondents and other qualified speakers, and programs of a patriotic nature. The future researcher can not only see and read but also can hear the source materials from which history is to be written.

There is an old saying that "what's sauce for the goose is sauce for the gander." If one insists that records of all civilian and military activities during war should be collected, then records of the records themselves should be carefully filed and scrupulously conserved. This was done in the offices of the co-ordinator and assistant co-ordinator. The setting up of a state-wide organization and the collecting of materials on a broad scale necessitated a vast amount of correspondence, numbers of form letters, and a considerable exchange of ideas both within and without the state. Thousands of items, a part of the war records collection, were thus created and were preserved.

In order to keep the field workers adequately informed and to insure their continued effort, the Raleigh office issued, over the period of slightly more than one year, ten mimeographed bulletins. These covered the subjects of preserving local newspapers, the nature of war records, what the counties were doing, materials to be collected, progress of the work, directions to collectors, and a tentative outline for recording county war history. Approximately five thousand of these bulletins were sent out to collectors, assistants, and other interested persons. There were many requests for them from historians, librarians, and archivists outside the state. A number of persons interested in launching war records programs similar to that of North Carolina asked for information and assistance from the custodians of the *Tar Heel* war records.

At the close of the year 1943, while a beginning had been made, it was clear that a great deal more remained to be done before the task would be finished. Those conducting the work hoped and expected that it would be possible to go on until some time after the close of hostilities, so that the collection would be as large and complete as possible. While the future researcher might question the historical value of some of the items, it was believed that the total

collection, representing many of the varied activities of a people at war, would prove helpful to the historian and a credit to the state.

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I'VE BEEN WORKING ON THE RAILROAD[1]

IT IS only when I am in a group such as this that I again feel reassured that my chosen profession is entirely legitimate and thoroughly moral. The repeated use of the terms "archives" and "archivist" on the printed program of this annual meeting is indisputable proof that the profession no longer requires long involved and apologetic explanations. It has not always been so. Exactly two years ago this morning I joined the staff of the Denver and Rio Grande Western Railroad as archivist with but one instruction from the trustees of the road, "to establish an archive and long-range record program for the entire system." I must admit that as I stood in the inner sanctum which was the office of the trustees and received a small blue card entitling me to free passage over all portions of the railway, a copy of the four-inch thick *Manual of Procedures* weighing approximately five pounds, and a key to what was to be my office, I felt some strange qualms. The academic pattern of the years immediately preceding that morning two years ago seemed to have but little similarity to the pattern of my new surroundings.

I left the trustees' office and made my way to the twelve by fourteen foot office on the fifth floor of the Sanford White designed Equitable Building in the heart of Denver's business district. It is impossible to describe those first few moments sitting at an empty desk set in the middle of an uncarpeted floor of that otherwise completely barren room. A telephone company employee came in and placed an extension phone on the desk, remarked about the vault-like atmosphere of the room and unceremoniously departed. Several minutes later a sign painter stopped in front of the opaque glass panel in the door, surveyed the situation, and then began to inscribe thereon "D. & R. G. W. R.R.," and below it in heavy black letters the startling word "Archivist." A number of people stopped to watch the operation, only to leave with an expression of deep bewilderment on their faces. By mid-afternoon the janitor had brought me a waste basket and the building superintendent had trundled in a work table and a four drawer wooden file cabinet of dubious vintage. Things were definitely looking up. I had just begun to glance through the ponderous *Manual of Procedures* when the door suddenly opened

[1] A paper read at the annual meeting of the Society of American Archivists, Princeton, New Jersey, November 15, 1943.

and in walked a gentleman whose presence on the same floor I had noted earlier in the day. "I just wanted to see what a self-confessed anarchist looks like," he announced and then promptly withdrew without waiting for any reply. A few moments later an elderly gentleman came in and shook hands, explaining that he was a member of the firm of attorneys whose offices adjoined mine. "I must admit," he remarked, "after reading your title on the door we had to refer to the dictionary to find out just what kind of an animal the railroad was placing on this floor. We have seen a number of changes on the Rio Grande in the forty years we have been in this building, and a number of unusual officials have come and gone including receivers, referees in bankruptcy, trustees, etc., but an archivist was something new." Such was my introduction to what my university colleagues frequently refer to as "the business world."

I wish it were possible in the brief time at my disposal to give you a running account of my varied and unusual experiences during the past two years. Frankly, I must admit that my own education over this period must far outweigh any contribution I may have made to the road. It is not my intention in this paper to bore you with the technical operation of a railroad archives since it is manifest that the techniques are generally the same as those utilized in other progressive despositories, with such adaptations as specific situations require. The purpose of this paper, therefore, is to discuss the types of records and their value, together with some of the record problems encountered in our work and to state how they were met. You will note that I have carefully avoided the use of the word "solved," as only time will prove whether we "solved" our problems or merely "met" them.

In his *Political and Social Growth of the United States, 1852-1933*, Professor A. M. Schlesinger declares, "The history of the time might almost be written in terms of railways." While in an economic sense this statement is generally true throughout the West, it is particularly valid when applied to the Rocky Mountain region. It is unfortunately true, however, that very little use has been made of the tons of railway records, which, in many cases, constitute the fundamental source material for the writing of the local and regional histories of the West. The work of Paul Gates on the Illinois Central, Richard Overton on the Chicago, Burlington, and Quincy, James B. Hedges on the Northern and Canadian Pacific railroads, plus a

few biographical monographs on leading figures in the rail industry, constitute almost the entire range of basic studies in this field. It is true there are a great many other studies which treat of the railroad and its place in the development of the nation. Some of these are well written and sound, but an analysis of the bibliographies of such works will show that the sources used and quoted are almost entirely local and federal government documents, investigations, newspaper articles, financial reports, and controversial publications issued in support of, or attacking, regulatory measures. The number of references to original railroad sources in a famous text on western railroads is exactly nine, and yet this book is the basis for innumerable courses in history and transportation. It is not surprising in view of this condition that our general concept of railroad history is filled with misunderstandings, inaccuracies, and, in many cases, unjustifiable bias.

It must be frankly admitted that this situation is not wholly the making of the historian. The railroads have been, and in some cases continue to be, reluctant to permit the use of their records. This attitude is frequently based upon unfortunate experiences in the past, or upon false premises, but more often than not upon the fact that railroad records are so dispersed, and in such condition, that even the employees of the road are unable to locate without great difficulty the records desired by a specific researcher. Secondly, the vast bulk of railroad records have been in themselves a deterrent to the historical scholar. I am reminded of the story of a Midwestern professor who sought to make a study of the effect of railroad rates on the production of grain in his state. He approached the officials of the most important road in the region and received their permission to use the company records. Armed with a letter from the vice-president he appeared at the company offices one Saturday morning and politely asked to be shown the rate records and grain shipment records for the period from 1870 to 1890. The operations official to whom the gentleman presented himself read the authorization, shook his head disgustedly and told the professor to follow him. They climbed into a company station wagon and drove to an old roundhouse on the outskirts of town. Once inside the dark, unheated building the economist found himself face to face with a vast collection of several thousand large wooden storage boxes containing literally some sixty million individual documents. The entire collection was poorly labeled and universally covered with a thick layer of coal dust. Although his

ardour had visibly cooled, the researcher began his perusal of the first box. After hours of continuous labor he laid aside the last document in that first box. His white shirt was by now more than a "tattletale" grey, his face showed a smear of coal dust from under one eye to the lobe of the ear on the opposite side of his head. He had torn one leg of his trousers and his left thumb throbbed from being struck sharply by the hammer while prying off the lid of the box. In the four hours he had made but one note on the thick pad of research cards with which he had thoughtfully provided himself before coming to work. It read, "next time wear coveralls." That note must have been penned during the early part of his labors, however, for there was no next time. The professor has not returned!

It is clear that the western railroads have accumulated vast quantities of records for three reasons: first, because they were required in the regular operation of the railroad; secondly, because the carriers were required by Interstate Commerce Commission regulations to preserve various types of records for specific periods; and, lastly, because in many instances no regular procedure was provided for the disposal or destruction of noncurrent records, and, lacking authorization to make such decisions, records personnel merely sent the accumulated files to storage.

In but few, if any, instances, did the railroad companies give any specific thought to the historical value of their records. That a number of the more progressive carriers have now taken this fact into consideration is due almost entirely to the foresight of such executives as Mr. Henry Swan and Judge Wilson McCarthy, trustees of the Denver and Rio Grande Western Railroad, and to Mr. Ralph Budd, president of the Chicago, Burlington, and Quincy Railroad. A few noted historians, archivists, and librarians have also contributed to this rapidly increasing consciousness of the potential value of the documents in railroad record depositories. Included in this latter group are such noted figures as Drs. Cunningham and Merk of Harvard, Dr. Arthur H. Cole, Librarian of the Harvard School of Business, Dr. Stanley Pargellis of the Newberry Library, Dr. James B. Hedges, and Mr. Richard Overton. Behind this consciousness of the importance of railroad archives is the realization that the American railroad industry has been much more than a producer of transportation. In the records of their construction, financing, extension, and development are to be found the primary sources for a large part

of the economic, social, and political background of the local areas, states, and regions through which they operate. This fact can be easily seen by referring to the records in the archives of the Rio Grande. We are able to trace the land settlement patterns of a large part of the Rocky Mountain area from 1870 to 1900, and to see the result of extensive domestic and foreign land and colonization programs instituted by the railroad. The development of such natural resources as coal, iron, copper, silver, and gold deposits, of agricultural and pastoral areas, and of health and resort locations are clearly discernible. In the executive records of the period from 1877 to 1903 are the original documents of the Jay and George Gould machinations—of the attempt to gain control over an entire industry through the co-ordination of the operations of a number of railroads in order to form a single system from New York to California. One large group of records clearly portrays the material interest of British and Dutch capital in the founding and development of the railroad and its land, agricultural, mineral, and industrial enterprises. The political aspects of railroading can be seen in files and other records initiated during the Granger movement and the Bryan silver campaigns. In this latter connection we were fortunate in obtaining the correspondence between President Charles E. Perkins of the Chicago, Burlington, and Quincy Railroad and United States Senator Edward Wolcott, who was also chief counsel for the Denver and Rio Grande Western Railroad. These papers trace in detail a large part of the strategy employed to defeat Bryan and his program. The social aspects of the railroad archives are beyond listing. In the mere act of founding towns, promoting immigration both by individual settlers and by colonies, in providing for schools, churches, colleges, parks, hospitals, and other institutions, the railroad became an important contributor to the development of social patterns which, while at times perhaps of doubtful merit, were in the main the foundation for present institutions, attitudes, and relations in the West. Tax records of railroads are vital to the economist tracing the founding and growth of communities in our western states. In 1942, in a southwestern state one railroad paid between sixty and seventy-five percent of the total property taxes in the counties through which its rails were laid. The employment and labor records of the Rio Grande, as on almost every road, are detailed and complete for almost half a century. Here is the largest existing collection of primary source

material for studies of labor development and labor policy that may be found in the United States. There are, of course, vast quantities of records dealing with the development of the railroad and its equipment, rate policies, traffic, financial history, and relationships to government and other businesses. A considerable body of executive records show the background for certain policies adopted by the carriers—policies or actions which in some instances have been highly condemned by the public, but which the records clearly show had some logical basis from the point of view of the carriers, a point almost universally neglected by the historian and economist.

It is certainly evident from this brief and incomplete recitation that the vast quantity of official railroad documents now found in storage buildings, unused roundhouses, basements, attics, abandoned station and yard buildings, and in the record rooms of almost every American railroad constitute one of the most important unused reservoirs of source material for the history of this nation.

The condition of these records, however, are such that they are practically useless to the ordinary researcher who can devote only a limited time in the field because of other commitments. This, then, is where the archivist logically fits into the railroad record picture. It must be his job to literally clean up the mess, restore order to the records, provide finding aids and guides, and of greater importance, educate railroad officials to good current record practices, for it should be obvious that the methods and policies under which records are created must perforce directly effect the quality, efficiency, and value of the archive depository into which such documents are placed when they become noncurrent. Through the foresight and judgment of Judge Wilson McCarthy and Mr. Henry Swan, co-trustees, and General Manager E. A. West, a program with this aim was instituted on the Denver and Rio Grande Western Railroad two years ago.

Our first task was to make a survey of the record situation existing over the entire fifteen hundred miles of the railroad throughout Colorado, New Mexico, and Utah. It was a survey I shall never forget. The Rio Grande is, in fact, two railroads within one, the first being an engineering marvel running from Denver over the Rockies, through the six-mile Moffat Tunnel, along the Colorado River and on to Salt Lake City. An equally important alternate route of this same line runs from the iron and steel manufacturing center of Pueblo through the Royal Gorge of the Arkansas River, and over

the 10,239 foot Tennessee Pass joining the first line at Dotsero on the Eagle River. The division which is in fact a second railroad within the system is the 606 mile narrow gauge road which after leaving the division point of Alamosa, in the San Luis Valley, continues south and west over the 10,015 foot Cumbres Pass, and through the Apache Indian Reservation in northern New Mexico to Durango, Colorado, near the famous Mesa Verde National Park. Over these main lines, branches, cut-offs and spurs, in the cabooses of freight trains, in the cabs of steam engines or the fast new diesel freight locomotives, or in the prosaic but more comfortable Pullman car, we toured the line, learning what it is that when added together makes up a first class American railroad. Records were everywhere, in every station, telegraph office, section house, repair and machine shop, roundhouse, superintendent's and yardmaster's office, and in three different storage departments in Denver.

The records in storage showed the result of years of depression and the consequent financial starvation of file rooms throughout the system. The lack of a comprehensive archive policy was also evident. Wooden boxes were crammed with records from which folders, clips, staples, guides, and other file supplies had been removed and the records piled in meaningless heaps. In some containers six-inch stacks of records were fastened together with binders glue, while in others mammoth staples, some actually twelve and fourteen inches in length, held several hundred documents. One depository became the bane of my existence. It was located in a part of town which during the winter months is heavily blanketed with coal smoke. The windows and doors of the depository were in such condition that within three or four days after the record rooms had been thoroughly cleaned, a new layer of coal dust blanketed the entire building, record cases and all. To make matters worse some archival gremlin had located the coal furnace and boiler in the huge room in which the records were stored. Naturally the open coal bin was placed next to the furnace. The resulting accumulation of coal dust was the smallest part of the difficulty. The same little gentleman with the cloven hoofs and spear-pointed tail who took care of the coal dust also saw to it that at least once every two or three weeks the boiler would blow its safety valve and turn loose a flood of water which soon covered the entire floor to a height sufficient to permit it to seep into dozens of storage boxes before the situation could be remedied. Water-soaked,

coal-dust streaked documents by the thousands are not novel to the archivist, but I have yet to find one who waxes enthusiastic over the prospect of working with them. After the fourth inundation in three months the custodian of the depository swore everyone to secrecy to prevent my hearing of the fifth catastrophe.[2]

After completing our survey a two-fold noncurrent record plan was prepared and approved by the trustees. At the outset it was decided to assemble a collection of documents of purely historical value dealing with the founding of the road and including all phases of its development from surveys, construction, equipment, and train movements to finance, land settlement and colonization, mergers, inter-line relationships, and executive control and policy. This historical collection was to include every type of documentary record including photographs. Secondly, a program was instituted for the care, housing, and preservation of the noncurrent records of the company which included a microfilm project and the establishment of an adequate disposal system. It would be foolish for me to pretend that the suggested program was adopted and put into effect without question or opposition. Microfilming was an innovation which required a good deal of selling, and I am happy to say that with the approval and support of another speaker at this annual meeting, Mr. Clyffe Crandall of the Interstate Commerce Commission, we were able to institute a program by which more than twelve-million noncurrent accounting records of no special historical significance (but which federal regulations required us to keep for periods ranging from three to fifteen years) have been microfilmed and the original papers destroyed. Thousands of feet of storage space have been freed by this operation, and, what is of greater importance, we are now able to find and use any microfilmed record within a few minutes. It had previously taken from two days to a week to find certain types of noncurrent documents. It may interest you to know that from October, 1942, to July 1, 1943, our microfilm division cleaned, sorted, arranged, and photographed 2,958,000 waybills, 1,681,000 interline shipment records, 910,000 station documents, 337,500 personal injury claim papers, 1,785,500 freight claim records, 72,500

[2] It should be realized that this condition resulted from years of neglect and financial stress. The trustees, since their appointment in 1935, have made remarkable strides in correcting such conditions, as proven by the development of a permanent records program with an adequate budget and trained personnel.

troop and main-train movement files, 995,000 bills for vouchers, and 661,500 passenger and car service accounting records. Our total labor, equipment, and material cost for handling and filming ten million records has averaged twenty-two cents per hundred documents.[3]

This phase of our activity employs thirteen persons and of necessity operates in three eight hour shifts, twenty-four hours a day, six days a week. The backlog of over fifty million documents in the accounting division alone, plus the monthly accumulation of a quarter of a million new records in that one department, added to a long waiting list of other departments desiring to microfilm their noncurrent documents, has made necessary this strenuous schedule. I cannot help but recall the opposition to the microfilm program when it was first proposed. The head of the very department who originally was the most vocal in his objections is today the strongest advocate of the program.

There are, of course, a vast number of vital records which are either unsuited to microfilming, or which we are required by law to retain in their original form. Through the co-operation of the various department heads this accumulation has been greatly reduced by the disposal of unnecessary materials within these files, and by the introduction of good record practices in their housing, care, and preservation. Please don't misunderstand. We have neither installed all the latest equipment nor all the steel shelving and supplies we might like to have in our record storage depositories, but I can say that coal dust no longer seeps through the doors and windows, and the boiler no longer inundates the record storage room. Current finding lists and adequate labeling have also improved the operation of this noncurrent record division.

The assembling and organization of the historical collection has progressed to such a degree that we are now preparing to publish a formal calendar and index to the more than five thousand individual documents and the fifteen thousand original photographs included in the archives. This collection is made up of letters, diaries, ledgers, pamphlets, orders, and other documents largely assembled from

[3] This cost includes not only the actual filming, but the preparation of the material for photographing—the straightening, removal of pins, clips, glue, and the repairing of records in such condition that they could not be readily run through the microfilm equipment.

other than official railroad sources.[4] From a dusty file room in Wall Street we obtained the original volume of the board of directors and stockholders meetings for the period from 1870 to 1883, and which provided us with one of the most important primary sources of the organization of the railroad. From the files of another Wall Street firm we obtained part of the records of the Jay and George Gould administrations. In a long unused baby carriage in the attic of a century-old adobe ranch-house in the San Luis Valley in southern Colorado there was found the original handwritten telegrams and reports of General William J. Palmer, written at the crisis of the Royal Gorge War between the Denver and Rio Grande Railway and the Atchison, Topeka, and Sante Fe Railroad in 1878-1879. Included with these telegrams was an important collection of Santa Fe railroad documents captured when Palmer seized the Pueblo roundhouse and offices. Members of the various railway operating unions and the families or descendants of former officers and employees have been consistent contributors to the historical collection. Our efforts in this phase of the work have taken us from coast to coast, but we have been amply repaid by the recent opinion of a qualified historian who reported that the collection was the most valuable in the region.

While engaged in organizing the microfilm department and in setting up the historical collection, a situation developed which ultimately led to the adoption of the third phase of our archives program, the establishment of a current records division with a permanent staff whose authority would transcend department and bureau lines. This was in itself an innovation in American railroading. It is traditional on railroads for each department to have its own file room, file personnel, and, unfortunately, its own record system. In nine Rio Grande operating departments in March, 1942, there were as many different record systems in use, and one file room had five separate and distinct index systems to the same bank of file cabinets and still could not readily find its records. It was also true that each department felt its own system was satisfactory and some of the older employees openly resented any effort to change their system. A typical example may be found in the incident that occurred when one of my assistants mildly protested the use of brass staples six

[4] This work of this division has been under the able direction of the assistant archivist, Mrs. Garnet M. Brayer.

inches long to hold together a single file of papers, many of which were noncurrent. An elderly employee resentfully commented, "We have been doing it this way for thirty years and it was good enough until now." Unfortunately this objection was true. The methods in use were those which, like Topsy, had just "growed." They had been good enough under ordinary peace-time conditions, but conditions in 1942 on the Rio Grande were anything but ordinary. During the year this one road had handled one hundred and five percent more freight traffic and sixty-one percent more passenger traffic than in 1929. To further complicate the problems involved in handling this unprecedented traffic the Selective Service System had already begun to drain off the younger men. This struck directly at the record and file room staffs, and almost immediately the weaknesses of the traditional records system began to prove embarrassing. In one vital file room containing approximately three million records there was a one hundred percent turnover in personnel in less than a month. Three months later this same department was again swept clean. Difficulties developed. It was almost impossible to find the records needed in the everyday operation of the transportation department. The chief file clerk of the department had been in that position for a number of years. He was capable and efficient. Unfortunately, however, the system which he utilized in filing records was one of his own invention and the only index was entirely in his head. No one could find anything in the files but this one clerk, and when he was taken into the army with the specific purpose of handling the records of a newly activitated technical battalion, there was not one person on the road who was able to solve the riddle of his files. In sheer desperation the general manager employed the services of a nationally known file installation company. After more than a month of inspection, the expert sent by the company literally threw up her hands in disgust.

Several days later the assistant general manager called the archivist. He frankly admitted that the situation was so critical that it was threatening to handicap operations of his department, which at the time included particularly complicated and heavy movements of troops and war supplies. His request was simple enough. All he wanted us to do was to reorganize his files, to do it in the shortest time possible, and to accomplish this result without interrupting the routine of his office. As you will immediately recognize this was

precisely the opening needed to effect the program which had been recommended some months before. Our first report to the trustees, made after a general survey of the over-all record situation, had included the statement:

> We urge the institution of a system-wide records program which will not only regulate the care, housing and preservation of non-current records, but which will establish a complete procedure starting with the creation of records, their primary filing, their use, and their ultimate disposition. A study designed to eliminate unnecessary duplicating of forms, to standardize the size and quality of paper and ink, quality of carbon paper, typewriter ribbons, file equipment and supplies, and in general to improve the physical condition of records at the time of their creation is urgently needed.

The critical situation in the transportation department resulted in the immediate approval of this suggested program, and the placing of its direction and operation under the archivist. Our department by this time had graduated to an entire suite of offices and an adequate trained staff to handle the greatly enlarged program. We were fortunate in being able to attach to the archives staff a thoroughly trained assistant with experience in the installation of current record file systems and procedures. The trustees and general manager took the revolutionary step by giving us complete authority over all current records throughout the entire system. The result has thoroughly justified this drastic action. In one year the extremely critical situation in the transportation department record room has been completely, and we believe permanently, cleared up. Not only were the three million records in that department reorganized, but an entirely new system was installed, with complete equipment, finding guides and indices. A staff was trained in the system while it was being developed, and to provide for future personnel training a simplified manual was duplicated and distributed to the staff. The current records division is now engaged in reorganizing the records of other departments. Ultimately one system will prevail throughout the road. It will be, we hope, a system which will take into consideration the special problems of each department, but in the main will give a unity of records operation throughout the system. Under the very capable direction of Miss Dorothy Taylor, who now has the title of Supervisor of Records, this current records program has become a vital and permanent link in the general operating procedure of the Rio Grande.

As you have undoubtedly concluded there is nothing startlingly new about the program we have undertaken. Whatever success it has met with must be credited to the splendid co-operation given the archives and records staff by the officers and employees of the departments in which we have worked. During the past year our ego has been somewhat flattered by the number of visitors who have stopped with us long enough to study our records program. Our friends in the National Archives and in the office of the Co-ordinator of Inter-American Affairs have sent a number of Latin American students to observe the techniques and methods we are using. A number of other railroads, libraries, and industrial organizations have also sent members of their staffs to work with us. We are gratified to be able to say that these visits have borne fruit. In October one of Colorado's most important industries, the Colorado Fuel and Iron Company, created a department of archives and appointed an archivist.

The reading of this report on this anniversary and before this distinguished group is my last official act as archivist for the Denver and Rio Grande Western Railroad Company. I can only comment that the past two years have been of incalculable value to me. They have given me an abiding faith in the strength and future of the American system of private enterprise. It is an honor to be able to say, "I've been working on the railroad."

HERBERT O. BRAYER

Colorado State Archives

ARCHIVES—WHAT ARE THEY?

THE ARTICLE by Roscoe R. Hill in the October, 1943, issue of THE AMERICAN ARCHIVIST discusses ably the origin of archival terms and suggests an American usage. In doing so, he traces the origin of the term "archives" to the Greek noun *archeion.* The term could be taken back another step to the verb *archo,* I rule, and emphasis could be placed on the fact that an *archeion* was a depository of the ruler's documents and not those of private institutions or individuals. It was a place where the government's records were kept.

This suggests that we could limit the use of the term "archives" to government records, instead of, as now, using the term to designate all sorts of collections, public and private. We hear it applied to the official records of schools and churches, made up of manuscripts, periodicals, and books, and to the places where such material is kept; and the keeper of such a private collection is sometimes referred to as an archivist. Much simpler would be the limitation of the term so that "archives" did not extend beyond the field of government—federal, state, and local.

The term "archives" has been used so extensively to designate records that it would seem impractical to limit its use to depositories. Better would be to consider its primary use as referring to the records and its secondary use as referring to the establishment. If "archives" is used to stand for government records, then "archive" may remain the singular of that term as applying to one government document.

There will be, of course, a double meaning to the word "archives" if used both for the records and for the housing establishment. But we have other cases of such duplication in the English language without too much confusion. For the present the question could be postponed. Some future archivist might prefer to go back to the Latin *archivum* as the name for the depository, or he might become accustomed to speak of the national archives department or the state archives department.

The terms "archivist" and "archival" have had sufficient use to be accepted for what they designate. And "archivology" may well stand for the *logos* of archives. But if "archives" is taken to designate first of all official government records, then "archivalia" will be

superfluous, and we avoid taking on a strange sounding word that in German is all right but that in English sounds like a disease of old age.

Records is a term that has been used so long to designate recorded material of all kinds, public and private, that it is better to leave it with its broad meaning.

JACOB HODNEFIELD

A PROPOSED MODEL ACT TO CREATE A STATE DEPARTMENT OF ARCHIVES AND HISTORY

IN DISCHARGING its assigned duty of preparing a proposed act for the establishment of a state archival agency, the Committee on Uniform Legislation faced a problem more difficult than that of drafting the proposed public records act in 1939. Approximately three-fourths of the states have already established archival agencies with diverse patterns of administration. Moreover, conditions attending the establishment and administration of archival agencies in the states are more diverse than those involved in the adequate care of public records. There are various well-established types of archival agencies, but all of them may apply more or less uniform standards of archival care. The proposed public records act of 1939 presupposes the existence or establishment of a state agency charged with the care of archives, but it is equally applicable whatever the type of state archival agency.

Professional archivists perhaps have in mind the goal of an independent archival agency in each state, devoted exclusively to public archives. But most of the states, unable or unwilling to provide that degree of specialized care, have placed archives, historical records, and various historical activities in charge of a single agency. And several states have not established any archival or historical agency.

The committee decided to draft an act for an archival-historical agency, on the ground that such an agency is more practicable and suitable for the conditions that generally prevail in the states. It might be well for a draft to be prepared of an independent, exclusive archival agency—a goal already achieved in a few states but with little prospect of general achievement in the near future.

An Act to Create the [Name of State] Department of Archives and History

Section 1. *Name.* The [name of state] Department of Archives and History is hereby created as the official archival and historical agency of the state of [name of state].

Section 2. *Duties and Objectives.* The duties and objectives of the [name of state] Department of Archives and History shall be

the collection, preservation and administration of public archives, historical records, and other relics relating to the history of [name of state] from the earliest times; the editing and publication of such public archives and historical records; the improvement of standards for the making, care, and administration of public archives in [name of state]; the marking and preservation of historic sites and remains; and the stimulation of research, study, and activity in the field of [name of state] history.

SECTION 3. *Board of Trustees.* The [name of state] Department of Archives and History shall be under the control of a board of trustees consisting of five persons especially interested in the history of the state, three of whom shall constitute a quorum, appointed by the governor of the state for overlapping terms of six years. Two trustees of the first board shall be appointed for terms of two years, two for four years, and one for six years. Their successors shall be appointed for terms of six years. Each trustee shall serve for the term of his appointment and thereafter until his successor is appointed. In case of the premature termination of a trustee's service during his term, the governor shall appoint a successor for the unexpired term. Trustees shall serve without financial remuneration other than the reimbursement of their actual expenses incurred in discharging official duties, including attendance at official meetings of the board not exceeding four in number annually and four days for a meeting, said expenses to be paid from funds appropriated for the maintenance of the department.

SECTION 4. *Powers of the Board of Trustees.* The board of trustees is empowered to elect its chairman; to make rules and regulations for its own government and the administration of the department; to elect the director; to adopt a seal for use in official departmental business; to control the expenditure in accordance with law of such public funds as may be appropriated for the equipment and maintenance of the department; to accept gifts, bequests, and endowments for purposes consistent with the objectives of the department, such funds if given as an endowment to be invested in securities approved by the governor and all gifts and bequests and proceeds of invested endowment funds to be used solely to carry out the purposes for which they were made; to make [annual, biennial] reports of the receipts, disbursements, work, and needs of the department to the

governor; and to adopt policies and projects designed to fulfill the duties and attain the objectives of the department as established by law.

SECTION 5. *The Director.* The active management and administration of the [name of state] Department of Archives and History shall be vested in the director, who at the time of his election by the board of trustees must have the qualification of special training or experience in archival or historical work.

SECTION 6. *Duties of the Director.* Subject to law and the board of trustees, the director shall appoint employees of the department, perform all assigned duties, and administer and develop the department so as to achieve the purposes of its creation, and, in particular, shall exercise the following powers and perform the following duties.

On behalf of the department, the director is authorized to negotiate for the transfer of and to receive public archives from the custody of any public officer of the state or its counties, municipalities and other political subdivisions. Any public officer in [name of state] is hereby authorized and empowered to turn over to the [name of state] Department of Archives and History for preservation and administration such public archives legally in his custody as are not needed for the transaction of the current business of his office, whenever the department is willing and able to receive and care for them. Whenever such transfer is made, the director shall transmit to the office from which the archives are transferred a list in which such archives are described in terms sufficient to identify them, which list shall be filed and preserved in said office. Unless otherwise directed by law, all public archives of any public office in the state shall, upon the termination of the existence and functions of that office, be transferred to the custody of the department.

The director shall collect, arrange, and make available to the public at reasonable times in the offices of the department, in original form or copies, all obtainable primary source materials, manuscript or printed, of [name of state] history wherever found—including official public archives of the state and its political subdivisions, of the United States and of foreign nations, and unofficial historical records, as well as historical and archaeological relics of all kinds. He shall carefully protect and preserve them from deterioration, mutilation, loss, or destruction. He shall be the legal custodian of

all records in the custody of the department.

He shall keep the public archives in his custody in such arrangement and condition as to make them accessible for convenient use and shall permit them to be inspected, examined, abstracted or copied at reasonable times and under his supervision by any person. He shall upon the demand of any person furnish certified copies thereof on payment in advance of fees as prescribed by law. Copies of public archives transferred in pursuance of law from the office of their origin to the custody of the department, when certified by the director under the seal of the department, shall have the same legal force and effect as if certified by their original custodian.

The director, in person or through a deputy, shall have the right of reasonable access to and examination of all public archives in [name of state]. He shall examine into and report to the board of trustees on their condition. He shall cause such action to be taken by their custodians as may be necessary to put them in the custody and condition prescribed by the laws of the state and to secure their safety and preservation. He shall promote better archival legislation and shall advise with public officers regarding the disposal of useless archives in their custody, the recovery of archives belonging to their offices, the delivery of archives to their successors in office, and the adoption of sound practices relative to the use of durable paper and ink, fireproof filing facilities, and photographic processes for recording or copying.

Under direction of the board of trustees, the director shall arrange for the publication and distribution of documentary volumes of public archives and historical records and also of departmental reports, bulletins, and other publications directly promotive of the objectives of the department. He shall formulate and administer policies and projects for the increase of authentic information about the history of [name of state], for the marking and preservation of battlefields and houses and important historic places in the state, for the collection and utilization of historical and archaeological relics, for the encouragement of historical research and study and activity, and for the promotion of historical interest and consciousness in the state.

SECTION 7. All acts and parts of acts in conflict with this act are hereby repealed.

SECTION 8. This act shall be in full force and effect from and after its enactment.

REVIEWS OF BOOKS

RICHARD G. WOOD, Editor

The National Archives, Washington, D.C.

Annual Report of the Public Archives Commission, State of Delaware, by the State Archivist for the fiscal year July 1, 1942 to June 30, 1943. (Dover, Delaware. Hall of Records, 1943. Pp. 31.)

Biographical Sketches of Caesar Rodney (the Signer), Thomas Rodney, and Caesar A. Rodney, by George H. Ryden. (Dover, Delaware. Public Archives Commission, 1943. Pp. 23.)

For some years the state of Delaware has been notable for the excellence of the legislative foundations upon which its archives system is based. Professor Newsome, in THE AMERICAN ARCHIVIST for January, 1939, expressed his opinion that Delaware's public records law was one of the six best in the country. It is gratifying now to note, in Mr. DeValinger's annual report, that two new laws have been enacted to improve still further the statutory basis for the work of the Public Archives Commission. One of these provides authorization for the disposal of records that have been photographed or microphotographed in accordance with standards set up by the Public Archives Commission, and provides that the photographs or certified copies of the photographs shall have the same force and effect as the originals. The second, which permits the testing of papers and inks by "a reliable testing agency" instead of by the state chemist as before, makes it possible to enforce an important part of the record control system.

The archivist's annual report discloses that his office, like most other archives establishments, has felt the impact of war conditions in various ways. Numerous staff changes made it necessary for the archivist to devote proportionately more of his time to administration and training of personnel and proportionately less to the important work of surveying and appraising state, county, and municipal records. Nevertheless, the report indicates considerable activity along the latter lines; surveys of several state and city offices were completed, and letters were issued authorizing the destruction of what seems to be a relatively large quantity of files. Accessions of records from government agencies were evidently few and small in quantity, but the archivist has greatly increased the value of his agency as a repository of materials on Delaware history by purchasing or accepting as gifts numerous manuscripts, books, pamphlets, and other items, and by securing, through purchase or exchange, microfilm copies or photocopies of population census schedules for Delaware, 1830-1880, and some of the journals of the Delaware Senate and House of Assembly, 1782-1836. Besides completing the classification of a large manu-

script collection, the staff has found time to continue the indexing of marriage records and to prepare summary index slips on the valuable but fragile files of original proprietary land warrants and surveys for the three Delaware counties, 1680-1776.

As is the case in many other states, the archivist has taken the lead in collecting information about Delaware's participation in the war. He has the active assistance of the governor and other interested citizens in gathering pamphlets, newspaper clippings, publications, and other materials pertaining to military and war-related civilian activities of the state and its people. Since publication of this report an archivist has been assigned to assist and record the functioning of a newly established veterans' clearing center in Wilmington.

The pamphlet of biographical sketches is a reprint of introductory material to *Letters to and from Caesar Rodney, 1756-1784* (Historical Society of Delaware, 1933) by Dr. George H. Ryden, archivist of Delaware from 1930 to his death in 1941. Caesar Rodney (1728-1784) was a leader in the movement for independence both before and after the adoption of the Declaration of Independence, serving as speaker of the last Delaware colonial assembly, as president of the Delaware state, and as a representative in the Stamp Act Congress and the First and Second Continental Congresses. His brother Thomas Rodney (1744-1811) and the latter's son, Caesar Augustus Rodney (1772-1824), are less well-known but still significant figures in American history. Thomas Rodney was a member of the Confederation Congress and later became United States judge for Mississippi Territory, while his son served as a member of Congress, attorney-general of the United States, and minister plenipotentiary to the Argentine republic. The pamphlet also contains a note on Caesar Rodney's genealogy.

Robert Claus

The National Archives

The North Texas Regional Libraries, An Inquiry into the Feasibility and Desirability of Developing Them as a Cooperative Enterprise, by A. F. Kuhlman, director, Joint University Libraries, Nashville, Tennessee. (Nashville, Tennessee. Peabody Press, 1943. Pp. viii, 85. Mimeographed. $1.50.)

The concept of regionalism has been applied to matters as diverse as industry, wholesale and retail trade, population, wealth, occupations, education, natural resources, governmental functions, and baseball schedules.

In recent years the library world has seen the practical application of regionalism to the Tennessee Valley Authority library system, and to numerous combinations of counties for public library service. On a different plane, there are such regional library organizations as the Rocky Mountain Bibliographical Center for Research at Denver and the Pacific Northwest Bibliographical Center at Seattle. In practically all instances the motivating force impelling

joint action has been the relative scarcity of library facilities in the area, making advantageous close co-operation among existing agencies.

This is essentially the situation found by Dr. Kuhlman in North Texas, and his report is a far-sighted proposal to combine a group of six institutions there into a regional system for co-operative purposes. These six libraries are North Texas State Teachers College and Texas State College for Women, in Denton; Southern Methodist University, Dallas; Texas Christian University, Fort Worth; and the public libraries of Dallas and Fort Worth. No one of these libraries has a collection adequate for instruction above the undergraduate level, and none has made more than a beginning toward building up resources for graduate study. The four colleges had a total enrollment of over ten thousand students in 1940-1941, however, and are under pressure to offer advanced degrees. All are now giving masters' degrees in a number of fields.

To strengthen library facilities, the surveyor presents a detailed program for co-operation. He proposes a regional organization, headed by a director of libraries, responsible to executive and advisory committees representing the several institutions. A comprehensive plan for attacking the problem of serial publications is suggested. Preparation of a union catalogue is also advised, on condition that the catalogue will be used as a genuine tool to forward co-operation.

Of particular concern to historians and archivists is Dr. Kuhlman's recommendation for co-operative regional library effort in dealing with sources for the history of the Southwest. He points out that much wasteful duplication and competition exists in this field. The three cities of Dallas, Denton, and Fort Worth, for example, contain at least seven special library collections relating to southwestern history and civilization. In the period following the 1936 Texas centennial, particularly, the interest in such material has been keen among Texas libraries, even to the extent of institutions bidding against each other for collectors' items.

The surveyor recognized that each of the six libraries would want and should have a good working collection of secondary materials dealing with the Southwest. Beyond this, however, he warns against competition for primary sources, such as manuscripts. Instead, it is recommended that there be established a North Texas Historical Society, closely integrated with the regional co-operative library plan. The chief aim of this organization, it is suggested, should be to bring together primary sources pertaining to Southwestern history, and especially to the area within a radius of 150 miles of Dallas, Denton, and Fort Worth. A concentration of resources in such a manner, with definite limitations on the area to be covered and scope sufficiently restricted, should lead to the growth of an important depository for archives and manuscripts, relatively complete in its field.

Some additional types of regional library co-operation are recommended by the author. One is in government publications, where none of the libraries is strong. Foreign documents are almost entirely lacking, and there are few American state or municipal publications. Careful selection of documentary material is advised for several branches of the physical, biological, and social sciences. Another large field in which the holdings are weak is newspapers. Here Dr. Kuhlman stresses the desirability of a co-operative program to acquire and preserve the outstanding papers of the Southwest, at least one important newspaper from every important large region in the United States, and some of the leading foreign papers. Microphotographic work is still another activity with possibilities for co-operation. A central microphotographic laboratory, serving all libraries in the group, is recommended.

In whatever plans are adopted, Dr. Kuhlman rightly urges continuous co-ordination with the University of Texas Library, with its large book collection, government document and newspaper files, and valuable manuscript holdings. He might also have added several other Texas libraries interested in these materials.

The present reviewer has a few reservations on Dr. Kuhlman's findings and recommendations. For example, the development of graduate schools in each of the four colleges is a program of doubtful wisdom. It might be questioned, too, whether collections of archives and manuscripts would not be more useful and convenient for the research worker if concentrated in one or two depositories for the whole state of Texas, instead of being scattered among numerous local institutions.

Nevertheless, and on the whole, Dr. Kuhlman has taken a realistic view of conditions as he found them, and has offered some highly constructive proposals. Here and elsewhere his contribution to the cause of library co-operation has been noteworthy, a leader in a movement of increasing importance to the scholar and research worker.

R. B. Downs

University of Illinois

SHORTER NOTICES

Richard G. Wood, Editor

The National Archives, Washington, D.C.

The Survey of Records and Minutes in The Historical Foundation, compiled by Thomas H. Spence, curator (Montreat, N.C. Historical Foundation Publications, 1943. Pp. 46) gives us the location of the records of the Southern Presbyterian Church courts together with the records of other Presbyterian Church courts which are available in the Historical Foundation of the Presbyterian Church in the United States at Montreat. Through its abbreviations and indications one can get a survey of the history of the Presbyterian and Reformed churches in the briefest possible space. This booklet is the fruit of long research and careful checking of data, the accuracy of which is guaranteed by the training and temperament of its author, Dr. Thomas H. Spence, curator of the Historical Foundation.—B. R. Lacy, Jr.

Of interest to archivists, manuscript curators, librarians, dealers in manuscripts and collectors because it serves notice on them that their aid may be requested in this large scale co-operative endeavor to collect and edit all the Jefferson letters is the *Report to the Thomas Jefferson Bicentennial Commission on the Need, Scope, Proposed Method of Preparation, Probable Cost, and Possible Means of Publishing a Comprehensive Edition of the Writings of Thomas Jefferson,* by Julian P. Boyd, historian of the commission (N.p., 1943. Mimeographed. Pp. 32). It will be of interest to microphotographers because the copying will be done on microfilm and to editors because of the innovation of setting type directly from enlarged photoprints taken from the microfilm rather than from typescripts. In this prospectus, which is in the form of a report to the Honorable Carter Glass, chairman of the Thomas Jefferson Bicentennial Commission, Dr. Boyd states the need of a comprehensive edition of Jefferson's writings, gives an estimate and analysis of the amount of letters to and from Jefferson, proposes a method of preparing a comprehensive edition, estimates the cost of such an edition and explores the possibilities of subsidies from foundations, university presses, and the government.—Richard G. Wood

NEWS NOTES

Karl L. Trever, Editor

The National Archives, Washington, D.C.

The Society of American Archivists

Applications of the following persons for membership in the Society have been approved by the council: Sgt. Philip P. Brower, Joel D. Buckwald, United Nations Central Training Film Committee, Washington, D.C., Beatrice Decker, city archivist, Portland, Ore., Mrs. Lucile C. Gallup, Leo L. Gerald, Renata R. Wasson, the National Archives.

The list, "Writings on Archives and Manuscripts, July, 1942-June, 1943," published in the October, 1943, issue of THE AMERICAN ARCHIVIST has been reprinted as a separate. Copies are available at twenty-five cents each and may be obtained on application to the secretary of the Society.

The paper read by Miss Rebecca B. Rankin, librarian of the Municipal Reference Library, New York City, at the joint luncheon meeting of the Society of American Archivists and the American Historical Association at the Columbia Faculty Club on December 29, 1943, has been published in the *Library Journal*, 69 (February 15, 1944), 149-151, under the title, "Archives of New York City."

The National Archives

Records relating to military affairs now constitute over a third of the records in the National Archives. They were greatly increased recently by the transfer from the Adjutant General's Office of records of the War Department and the Army, 1912-1922, primarily for the period of the first World War, including general departmental files; records of the American Section of the Supreme War Council; records of the American Expeditionary Forces, among which are records of AEF General Headquarters, AEF Services of Supply Headquarters at Paris and Tours, and the First, Second, and Third Armies; and records of the Polish Relief, the North Russia and the Mexican Punitive Expeditions. A microfilm copy of a calendar prepared by the Historical Branch of the Army War College of some thirty thousand documents in the files of the War Department relating to the first World War, 1917-1919, was also received. Other accessions from the department include records of headquarters of the departments of the Platte and the Missouri and of the Fort Omaha Quartermaster, 1866-1919; records relating to the Military Academy at West Point, 1867-1904; correspondence of the

Engineer Chief's Office, 1894-1923, and maps, 1880-1942, of the Army Map Service of that office; and records of general courts martial, 1930-1938.

Of note among other accessions are records of the Spanish régime in Puerto Rico, 1750-1898, transferred from the Library of Congress; records of the Office of the Secretary of the Treasury, 1789-1926; records of the Washington office of the Panama Canal, including records of the Maritime Canal Company, the Nicaragua Canal Commission, and the Isthmian Canal Commission, 1897-1901; general correspondence, 1912-1925, of the Bureau of Medicine and Surgery, Navy Department; and general files, 1914-1937, of the Bureau of Prisons, Justice Department.

Among a number of studies now being made at the National Archives to obtain adequate data for post-war planning is a survey of medical records of the federal government designed to determine what types or groups of records are essential to future medical research and accordingly what should be preserved. This study is a joint venture of the Division of Medical Sciences of the National Research Council and of the National Archives and is being financed with a grant from the John and Mary R. Markle Foundation. The survey is being conducted by personnel of the National Archives under the general direction of the archivist. An advisory committee composed of representatives of several agencies of the government and private medical authorities, with Dr. George W. Corner of the Carnegie Institution of Washington, as chairman, will make recommendations, based on the survey, to the archivist and the National Research Council.

One of the recent publications of the National Archives is *The National Archives—What It is and What It Does*. Copies are available upon request so long as the supply lasts.

The archivist of the United States has announced the appointment to the staff of Morris Kemp, formerly the director of libraries, University of Kansas City. Hermann F. Robinton, supervisor of public records of the State of New York, has been designated to serve as a field consultant of the National Archives. Members of the staff who have recently been transferred to do records management or research work in other government agencies include Adeline V. Barry, Robert G. Ballentine, Robert H. Bahmer, Max Levin, George C. Reeves, and Adolph Rothman. Lewis J. Darter, Jr., has recently entered on active duty in the Navy.

The Franklin D. Roosevelt Library

President Roosevelt recently presented to the library a small but interesting group of papers relating to his conference with Prime Minister Winston Churchill at Quebec in August, 1943. They consist of maps, railway time schedules, itineraries, guest lists, and memoranda of arrangements and protocol. The President also furnished a number of similar items relating to his

vacation on the Great Lakes from July 31 to August 8, 1943. Other papers received include a series of seven scrapbooks covering all formal and informal social functions held in the White House from March 4, 1933, to August 15, 1940. These volumes, compiled by the Office of the Chief of Social Entertainments of the White House, contain guest lists, invitations, cards of admission, programs, menus, place cards, seating charts, newspaper clippings, and notes and memoranda concerning the arranging of functions.

The President has also given to the library a considerable number of ship models, war relics, and art and museum objects. Among them are two silhouettes of George Washington and Thomas Jefferson made from life by the great silhouettist, Jean Millette. The one of Washington bears the signature of the artist, and the inscription: "Comm'dr Washington made at Trent'n Jersey June 1777." The one of Jefferson, made at Philadelphia in June, 1789, is also signed and inscribed. Also of special interest is an elaborately wrought jewelled sword and scabbard recently given to the President by King Ibn-Saud of Saudi Arabia. Gifts to the library from donors other than the President include a series of twenty framed charcoal portraits of United States naval and military leaders of the present war made from life by Bernard Godwin and presented by Henry Schaffer of New York.

The Library of Congress

The Herndon-Weik collection of Lincolniana in the Library of Congress now is available on microfilm. The collection includes more than 750 legal documents written in whole or in part in Lincoln's hand, letters to and from Lincoln, and correspondence of Herndon and Weik. The microfilm record comprises about 9,500 exposures on fourteen reels and may be obtained from the Photoduplication Service of the Library of Congress for $61.90.

Office of Records Administration, Navy Department

The correspondence management program sponsored by the Office of Records Administration has been adopted by every bureau and office of the Navy Department. This program, which is under the immediate supervision of Lt. Charles H. Niemann, USNR, and his assistant, Marian O. Barnes, has concentrated first on the development of form letters. Although the program is far from completely installed in the department, nearly two hundred new or simplified form letters, of which about a million copies a year are mailed, already have been adopted by various bureaus and offices. The adoption of these letters has resulted in a savings of sixty-nine man-years, 5,500 square feet of floor space, and two hundred pieces of office equipment. In adopting these form letters, officials frequently find that they are able to return routine incoming correspondence or reduce the number of carbon copies made, thus

benefiting both administrators and archivists by reducing the bulk of the files.

In preparation for spreading the program to the field, a procedure manual and a pamphlet entitled *Form Letters—When and How to Use Them* have been developed. Also prepared for distribution in connection with the program is a sound slide firm entitled *Management Program for Streamlining Correspondence.* This film will often be shown in connection with the *War Power of a Minute*, an earlier slide film prepared by the office to impress persons engaged in records and correspondence work with the importance of speed and efficiency in their work. Copies of the publications mentioned above can be obtained from the office, which also will arrange for loans of either of its sound slide films.

In the half-year ending December 31, 1943, correspondence and records programs of the office released 131 employees, 28,000 square feet of space, and 3,000 filing cabinets and other pieces of office equipment; in terms of money saved these economies amount to more than a half milion dollars.

Lt. Robert D. Hubbard, USNR, assistant director of records administration since March, 1943, has been transferred from that post to serve as assistant chief of a newly established Personal Services Division. Lt. Herbert E. Angel, USNR, has been appointed as assistant director, with special responsibility for co-ordinating the work of staff specialists on correspondence, current records, noncurrent records, and microphotography, and will also serve as staff specialist on controlled issuance of directives and administrative reference. Lt. (j.g.) Edmund D. Dwyer has been designated executive officer for the office in addition to his duties as officer in charge of the Correspondence and Records Management Service. Adeline V. Barry, formerly on the staff of the National Archives, has been appointed to succeed Lt. Angel as staff specialist on noncurrent records. Helen Chatfield, archivist of the Treasury Department, has joined the staff of the Office of Records Administration on a part-time basis for a limited period to advise on current records and administrative reference problems. In a degree, therefore, she succeds William Muller, staff specialist on current records management, who has resigned to accept the position of archivist for the Army Air Forces.

With the appointment of Lt. (j.g.) Wayne Chambers, USNR, in the Bureau of Aeronautics, and Jane Chick in the Bureau of Ordnance, seven of the eleven bureaus and offices in the Navy Department now have records officers to carry out the department's correspondence and records programs.

Interagency Records Administration Conference

Current records problems of federal agencies have been discussed at monthly meetings of the Interagency Records Administration Conference in Washington, D.C., in the winter months for the past three years. The conference is sponsored by the Civil Service Commission in its efforts to develop training

materials for employees. At the December, 1943, session John L. Hickey of the Personnel Classification Division of the Civil Service Commission discussed classification in its application to records positions. At the January, 1944, meeting C. A. Sterman of the Tennessee Valley Authority and James W. Fesler of the War Production Board discussed the administrator's concern in records administration. The papers on this subject have been processed for limited distribution. The February session was devoted to a demonstration of work simplification methods in filing presented by L. E. Donaldson and Dorothy M. Luttrell of the Department of Agriculture. At the March meeting a panel consisting of Adeline V. Barry of the Navy Department, Dan Lacy of the National Archives, Robert H. Bahmer of the Navy Department, and Henry E. Edmunds of the War Production Board discussed retention and disposal schedules. The conference has committees on general administrative, communication, maintenance, service, and disposition activities, and document security. Average attendance at the meetings has been about a hundred. The chairman of the conference is Ralph M. Hogan of the Civil Service Commission, and its elected steering committee members are Anna Fay Leonard of the National Housing Agency, Helen L. Chatfield of the Treasury Department, Linwood E. Donaldson of the Department of Agriculture, and Philip C. Brooks of the National Archives. The last three are members of the Society of American Archivists.

The Jefferson Papers Project

Princeton University will sponsor and the Princeton University Press will publish a definitive edition of the papers of Thomas Jefferson in approximately fifty volumes. This project is made possible through a subvention of $200,000, by the New York Times Company as a memorial to Adolf S. Ochs. The editor is Julian P. Boyd, librarian of Princeton University, who states that the enterprise contemplates the publication of all letters, memoranda, account books, commonplace books, legal opinions, addresses, and miscellaneous papers of Jefferson, together with his public and other writings, such as the *Notes on the State of Virginia*, the garden book, etc. The edition will also include listings, summaries, or full printings of letters to Jefferson. Mr. Boyd will be assisted by a small staff.

An appeal is being made to archivists, librarians, scholars, collectors, and dealers to co-operate with the enterprise by notifying the editor of the existence of isolated documents—especially those in private hands—to the end that the edition may be as complete as possible.

The undertaking is under the general supervision of an advisory board consisting of: Douglas S. Freeman, chairman; Fiske Kimball, vice chairman; Randolph G. Adams, George A. Brakeley, Solon J. Buck, Gilbert Chinard, Henry Steele Commager, Harold W. Dodds, Stuart G. Gibboney, Carter

Glass, Archibald MacLeish, Dumas Malone, Bernard Mayo, Samuel Eliot Morison, Charles Scribner, Datus C. Smith, Jr., Howard W. Smith, Iphigene Ochs Sulzberger, Carl Van Doren, and Lawrence C. Wroth.

It is hoped that readers of THE AMERICAN ARCHIVIST will send to Mr. Boyd any information they may have about archival or manuscript collections containing Jefferson documents or items of Jefferson interest, particularly those owned privately.

The American Association of State and Local History

The American Association of State and Local History has received a grant of $750.00 from the Social Science Research Council to facilitate the work of the Committee on State and Local Records, headed by Lester J. Cappon, in connection with the work on war records projects in the states.

Foreign News

Great Britain

The British Records Association, Technical Section, has issued its *Bulletin* No. 17 dealing with certain aspects of microphotography and records preservation. Because *Bulletins* 1-15 were issued in processed form, selections from them are to be brought together and printed as No. 16 in order that readers may have the more significant material available in the same format. *Bulletin* No. 17 will be reviewed in a future issue of THE AMERICAN ARCHIVIST.

Parish registers are being microfilmed for safekeeping in a project under the supervision of Mrs. Kathleen Blomfield, a fellow of the Royal Historical Society. Project headquarters are at Bloomsbury and filming centers have been set up in every county. As soon as the filming of a register is completed and the film is stored in a safe place, the original register is returned to the parish.

Recent German raids on Hull are said to have destroyed the city's municipal museum and all of its records.

India

The twentieth annual meeting of the Indian Historical Records Commission convened at the Aligarh Muslim University on December 22, 1943, for a three-day session. Thirty-two papers were read on subjects that ranged from early nineteenth-century prison administration and the first Anglo-Maratha war to the territorial claims of the Malabar rajahs.

The meeting was opened by the president of the commission, the Honorable Sir Jogendra Singh, member of the cabinet for education, health, and lands,

who called upon His Highness the Nawab of Rampur for an opening address, a plea for the better preservation and appreciation of historical records of every kind. Reference was made to the central records office at New Delhi and its nine miles of book-filled shelves and the release of sixty-four thousand pages of records for the benefit of students during the past four years. Attention was also called to the commission's successful request for a government research laboratory to investigate the problems of records preservation and the importation of equipment despite war-time difficulties.

The commission has a five-year publication program aiming at making available the correspondence between Fort William and the Court of Directors of the East India Company from 1748 to 1800 and all documents in Indian languages from 1778 to 1820. It also has plans for a survey of manuscripts in private possession. These and other plans of the commission are expected to be carried out as soon as the war is over.

Mexico

Julio Jiménez Rueda has been appointed director of the National Archives to succeed Rafael López Castanón, recently deceased. The new director reports that "a series of reforms have been initiated for the reorganization of the Archives to provide greater facilities for investigators. The Government of Mexico proposes to construct a special building for the Archives which will combine all of the features that a building of this nature should possess. Work is progressing satisfactorily on the formation of indexes to the unclassified documents, and at the beginning of the coming year the publications . . . which we have been editing will start again."

Netherlands

The *Netherlands News* recently reported that Dutch citizens have taken to stealing population registers wherever possible in order to prevent the German occupational government from using these records as an aid to labor mobilization. To prevent further inconvenience from such thefts, the Germans are microfilming the remaining registers. The register for The Hague is said to have been the first one reproduced.

CALIFORNIA

The University of California at Los Angeles has acquired a large collection of materials on the history of the southern and southeastern portions of the United States that includes more than 2,400 manuscript items. These include William Blount papers, 1795, Georgia Revolutionary War papers, Virginia manuscripts of 1625, and Mississippi Company papers of 1720.

Colorado

Virgil V. Peterson, former assistant director of the Historical Records Survey in New Mexico, has been appointed assistant archivist for Colorado effective March 15. Mr. Peterson has recently been in Texas.

Herbert O. Brayer, state archivist, has been granted a leave of absence by the board of directors of the state archives to direct the Regional Economic History Study of the Range Cattle Industry recently approved by the Rockefeller Foundation.

Remodeling of the state archives offices in the Colorado State Museum Building has now been completed.

Mrs. Garnet M. Brayer and Joan Ely are completing the calendar of the Denver and Rio Grande Western Railroad archives to be published in the spring or early summer.

Michigan

The 1944 legislature declined to appropriate funds requested by the Michigan Historical Commission for an archivist. This position had been classified at a salary of $3,360.

The State Historical Museum has been removed from the state office building to new quarters on North Washington Ave., Lansing. This property has been leased by the Historical Commission for two years with an option to buy and, although the 1944 legislature failed to act on the proposal to purchase, the land involved is so extensive and suitable for a new historical commission building that an effort will be made in 1945 to secure the necessary funds. A report prepared by the historical commission on the needs for the construction of such a building after the war has been forwarded to the governor and the State Planning Board. This report, now available in processed form, will be printed in the Spring issue of *Michigan History*.

Minnesota

Among the manuscripts recently acquired by the Minnesota Historical Society are papers and account books relating to the fur trade in northern Minnesota, 1840-1870; farm diaries and notebooks of Henry Arthur Smith, 1866-1921; baptismal and marriage records of the First Methodist Episcopal Church of St. Paul, 1881-1932; papers of Dr. Charles F. Dight, Minneapolis, relating to medical affairs in Minnesota and to the affairs of the Minister's Life and Casualty Union, 1901-1933; papers of Dietrich Lange, St. Paul naturalist; and business records of the Minnesota Hospital Association, 1933-1939.

Mississippi

The recent session of the Mississippi Legislature increased the appropriation of the Department of Archives and History from $28,840 to $37,120. This

appropriation designates $27,120 to be spent for salaries and $10,000 for other expenses of the department.

Miss Charlotte Capers, acting director of the Mississippi Department of Archives and History in the absence of William D. McCain, became associate editor of the quarterly *Journal of Mississippi History* with the publication of the January, 1944, issue.

William D. McCain, a member of the council of the Society of American Archivists, has been promoted to the rank of captain in the Army of the United States. Captain McCain is stationed at present in Italy, as historian with the headquarters of the Fifth Army.

Missouri

The *Missouri Historical Review* for January, 1944, reports that state archives in the office of the secretary of state are being deposited in a room on the first floor of the statehouse in Jefferson City. Records which have already been accumulated there include the original bills and minutes of both houses of the legislature from 1911 to date, the original records of the 1922 constitutional convention, and a complete set of decisions of the Missouri appellate and supreme courts.

W. Francis English, director of the Western Historical Manuscripts Collection, University of Missouri, has issued *Bulletin* No. 2 containing a list of the manuscripts now in the collection. More than forty items are listed, including the papers of three Missouri governors; the official papers of the Food Administration for Missouri, 1917-1918; and the business papers of forty-five banks which closed in central Missouri, 1930-1937. The *Bulletin* also includes data on the types of material sought by the director.

New Jersey

Sidney Goldman has been appointed by the state library commission to succeed James E. Downes as state librarian and director of the Public Record Office. Mr. Downes resigned recently to become secretary to Senator Arthur Walsh.

Princeton Library has received the papers of Arthur Bullard, American diplomat and author. Possibly the most interesting portion of the collection is the correspondence of Bullard as representative in Russia and Siberia of the Committee on Public Information, 1917-1919. Other papers of interest include correspondence with such national figures as Colonel House and Norman H. Davis touching on international relief, the League of Nations, and the naval conference of 1927.

The city of Paterson has assumed custody of the records of the Society for

Establishing Useful Manufactures, the oldest industrial corporation in the United States. The history of this organization is summarized in the Business Historical Society, *Bulletin*, for February, 1944. The records will be placed in the Paterson Museum.

Nebraska

Addison E. Sheldon, secretary of the Nebraska State Historical Society since 1917, died November 24, 1943, at the age of eighty-two.

North Carolina

Dr. C. C. Crittenden, head of the state Department of Archives and History, announced on December 18, 1943, that the state Department of Public Instruction has contributed more than 35,500 items of noncurrent records to the files of the Department of Archives and History for purposes of preservation and research. The records, extending over the period from 1923 to 1934, include the correspondence of Dr. A. T. Allen, former superintendent of public instruction; correspondence of John J. Blair, director of schoolhouse planning; W. F. Credle, supervisor of the Rosenwald fund, and material from the office of L. H. Jobe, director of publications. Dr. Crittenden said information can be found in the records dealing with the consolidation of schools in the state; on size and specifications for new school buildings, administration of school laws, problems of teachers' salaries, transportation of students and the selection of text books.

Other recent accessions to the state Department of Archives and History include a large quantity of loose papers and approximately 175 volumes of Stokes County minutes of the pleas and quarter sessions court, minutes of the superior court, minutes of the board of county commissioners, marriage records, inventories, administrators' bonds, guardians' accounts and bonds, settlements of estates, and other miscellaneous records, covering the period from 1790 to 1931.

The Historical Foundation of the Presbyterian and Reformed Churches has distributed the initial unit of a brief printed catalogue of its holdings, under the title *A Survey of Records and Minutes in the Historical Foundation.* Since the institution holds the archives of the Presbyterian Church in the United States and of the Associate Reformed Presbyterian Church, the listings include more than 1,750 volumes of official records deposited by the courts and other organizations of these denominations, in addition to about ten thousand printed minutes of the proceedings of Presbyterian and Reformed bodies in this and other lands. A second late publication, *In Appreciation—Mrs. Samuel Mills Tenney,* issued following her retirement as assistant curator of the foundation, includes tributes to the constructive work done by Mrs. Tenney during her sixteen years of service from various officials of the Presbyterian Church, U. S. She has been succeeded by Mrs. George Belk.

Recent accessions to the archives have been marked by materials from Kentucky. These include twenty-six manuscript volumes of records from the First Presbyterian Church of Louisville, covering the years 1819-1941, while the Presbytery of Muhlenburg has deposited a substantial collection of similar official manuscripts. Announcement has been made by the Defense Service Council of the Presbyterian Church, U.S., that its records will ultimately be placed in the foundation. This action will insure the preservation of source materials relating to the service of the chaplains representing the church during the present conflict.

More than one-half the necessary funds are in hand for the erection of a building for the exclusive use of the foundation. This structure will be designed with particular reference to the archives, which constitute the most significant unit of the collections of the organization. Quarters of fireproof construction have been occupied in the Assembly Inn since 1927.

The curator is engaged in preparing the sesquicentennial history of Concord Presbytery of the Synod of North Carolina. This work is facilitated by the availability of a complete file of the minutes of that court, whose first session was held on December 24, 1795.

Ohio

James H. Rodabaugh has left the Rutherford B. Hayes Memorial Library to become historian in the Division of State Memorials of the Ohio State Museum. During the past year the Ohio State Archaeological and Historical Society, with which the museum is connected, has received a total of seventy-nine different collections of manuscripts ranging from single pieces to a collection of over four thousand items. Of these collections, thirty-eight were acquired by purchase.

Oklahoma

The Oklahoma State Historical Society has recently acquired thirty-three file cases of Cherokee Indian records. These include maps, correspondence, and official papers of Cherokee chiefs. The society is discussing plans for an additional floor to its building or a wing to house archives which already include over two million items.

Oregon

The Oregon State Library has accessioned the public papers of former Governor Charles A. Sprague, 1939-1942. Access to these records is restricted to persons having permission from Mr. Sprague.

Pennsylvania

At the twelfth annual meeting of the Pennsylvania Historical Association October 16, 1943, Miss Frances Dorrance reported that the Archives Com-

mittee had undertaken to survey the needs and type of building to house the archives; to survey what is being done in other states; to enlist interest and endorsement by patriotic, military, historical, educational, and scholarly organizations in behalf of an archives program; to ascertain the point of view of the governor as to type of building.

The following resolutions were unanimously adopted:

> *Resolved*, That the Pennsylvania Historical Association in meeting assembled hereby respectfully urges upon the attention of the Governor of the Commonwealth, Hon. Edward Martin, and the Postwar Planning Commission through its secretary, Hon. Mark James, the need for a suitable building in the State Capitol group devoted to the preservation of the Archives and History and the records of the veterans of the several wars of this great Commonwealth; and be it further
>
> *Resolved*, That the attention of said officials is respectfully directed to the fact that several states with a less distinctive history either have erected such buildings or are contemplating their construction for the aforementioned purposes; and be it further
>
> *Resolved*, That said officials be urged respectfully but strongly to consider as a part of any proposed postwar building for the State Government the construction and equipping of an Archives and History building to the needs and commensurate with the dignity and the rich historical traditions of this great Commonwealth. . . .

Since 1936 the York County Historical Society has completed microfilming all church records in seventy parishes in the county. Among the manuscripts and records acquired during 1943 were the Church Book and Protocol of the United Evangelical Congregation in Chanceford Township, begun in 1773; register of the Evangelical Lutheran Church of Freysville, 1871-1889; and numerous day books of prominent York County citizens, 1843-1929.

Texas

The Dallas Historical Society, Hall of State, Dallas, announces that it has available to members of the Society of American Archivists facsimiles of William Barrett Travis' famous letter addressed to the people of Texas from the Alamo, February 24, 1836.

Vermont

The establishment of a thousand dollar annual fellowship for the study and writing of Vermont history was announced January 24 by Earle Williams Newton, director of the Vermont Historical Society. The fellowship, which will be available immediately, was established through joint action of the education and publishing committees of the society.

The scholarship will be awarded after application to and consideration by

these two committees. The stipend will vary from six or seven hundred dollars to one thousand dollars per year, according to the project. It will be paid in two installments, one upon award of the fellowship, and the other upon completion of the manuscript as a payment against publication costs.

"There are a great many gaps in Vermont history which urgently need filling in," according to Mr. Newton. "It is our earnest expectation that this award will stimulate research and investigation to accomplish this, and will also solve many of the troublesome problems that have plagued historians and lead many laymen and popular writers to make inaccurate statements about Vermont's past. We want a lot of facts, but more than that, we want intelligent interpretation of them. Only a combination of a tremendous amount of documentary material, which we know to exist, and a competent researcher, which we hope these fellowships will obtain, can produce the desired results."

Applications for the 1944 scholarship, open to graduates of accredited colleges and universities, will be received at the office of the Vermont Historical Society in Montpelier.

Virginia

In the 1943 report of the state library it is reported that nearly thirty thousand pages of manuscripts "which were in danger of complete loss" were repaired in the Archives Division. These manuscripts included 558 personal property, land tax lists, and public service claims. The division has received the assistance of numerous patriotic societies in restoring other records, particularly county records, 373 county record books (145,000 pages) having been photographed and bound. In addition to numerous personal papers the division acquired the state Senate bills and papers, 1879-1928, and microfilmed 73,052 pages of Virginia Land Office records and related papers.

Representatives of the College of William and Mary and Colonial Williamsburg have taken steps to establish Williamsburg as a major center for the study of early American history. The two Williamsburg institutions are pooling their research resources in a broad program of research and publication through an Institute of Early American History and Culture. In the Wren Building of the College of William and Mary the Institute plans to develop one of the finest collections of Americana, including photostats and film reproduction of records dealing with this period of history. The *William and Mary Quarterly*, new series, will serve as a scholarly medium of publication for the institute.

West Virginia

Governor Neely has announced the appointment of Festus P. Summers, professor of history at West Virginia University, as chairman of the state War History Commission.

Mrs. Bess Harrison, director of the Department of Archives and History, has been on leave for some months because of illness. Miss N. Springston has been acting as historian and archivist.

Wisconsin

The Wisconsin State Historical Society plans to publish this year a guide to the manuscripts in its custody.